



BEST FOR ALL

We will set all students on a path to success.

2020 Graduation Cohort Appeals: Timeline and Overview

Jacqueline Montileone | Accountability Project Manager | May 12, 2020

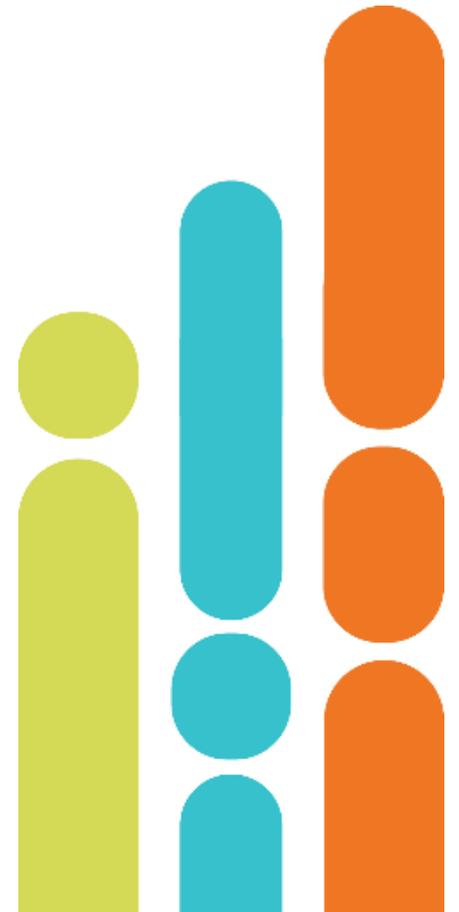


Agenda

- [Objectives](#)
- [Review: Timeline and Process](#)
- [Review: Reminders and Notes](#)
- [Review: Federal Requirements and Definitions](#)
- [Appeals Parameters](#)
- [Common Scenarios and Guidance](#)
- [How to Submit Appeals](#)
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- [Upcoming Deadlines](#)
- [Revisit objectives](#)
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Objectives

- We will be able to...
 - Identify **deadlines and required actions** for the appeals process
 - Define the **major legal requirements** that govern graduation rate calculations
 - Differentiate between **appealable and non-appealable** situations

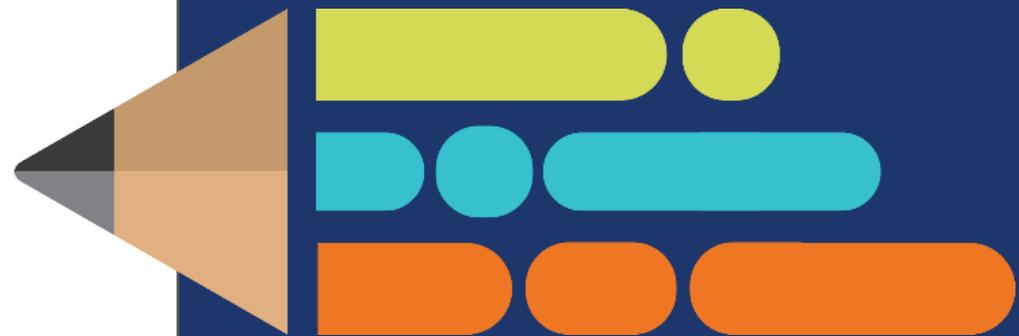


Housekeeping and Context

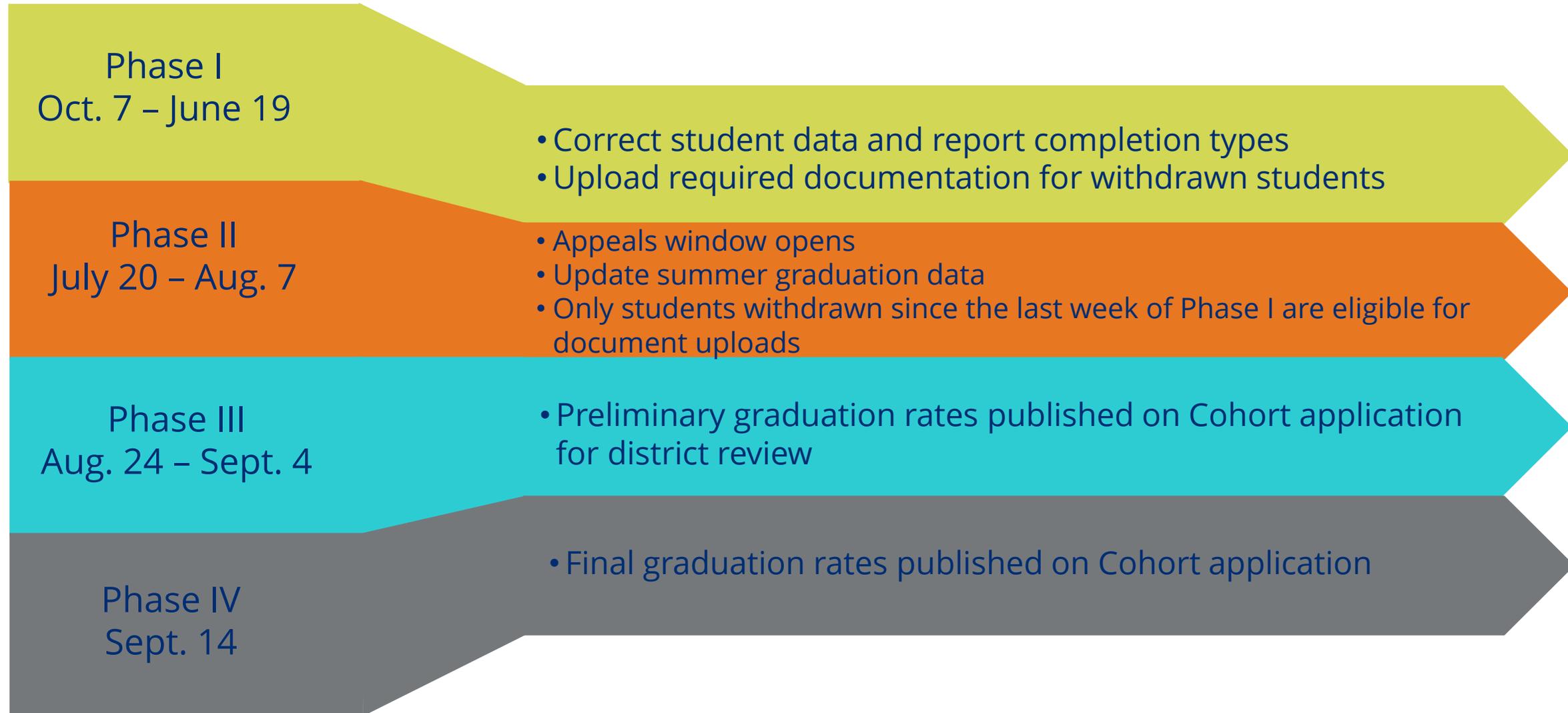
- We will post a recording of the presentation on the Cohort application.
- Please type in questions using the chat feature.



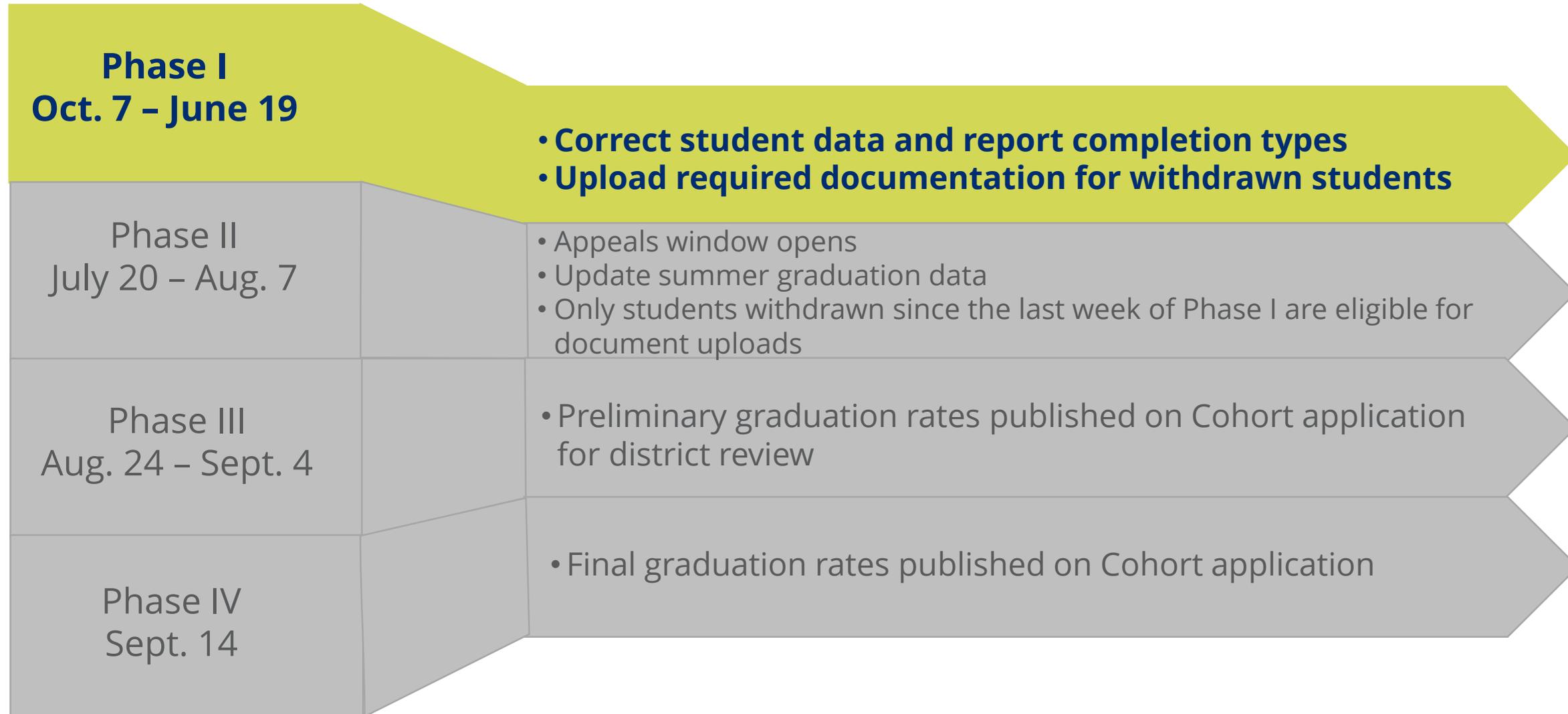
Review: Timeline and Process



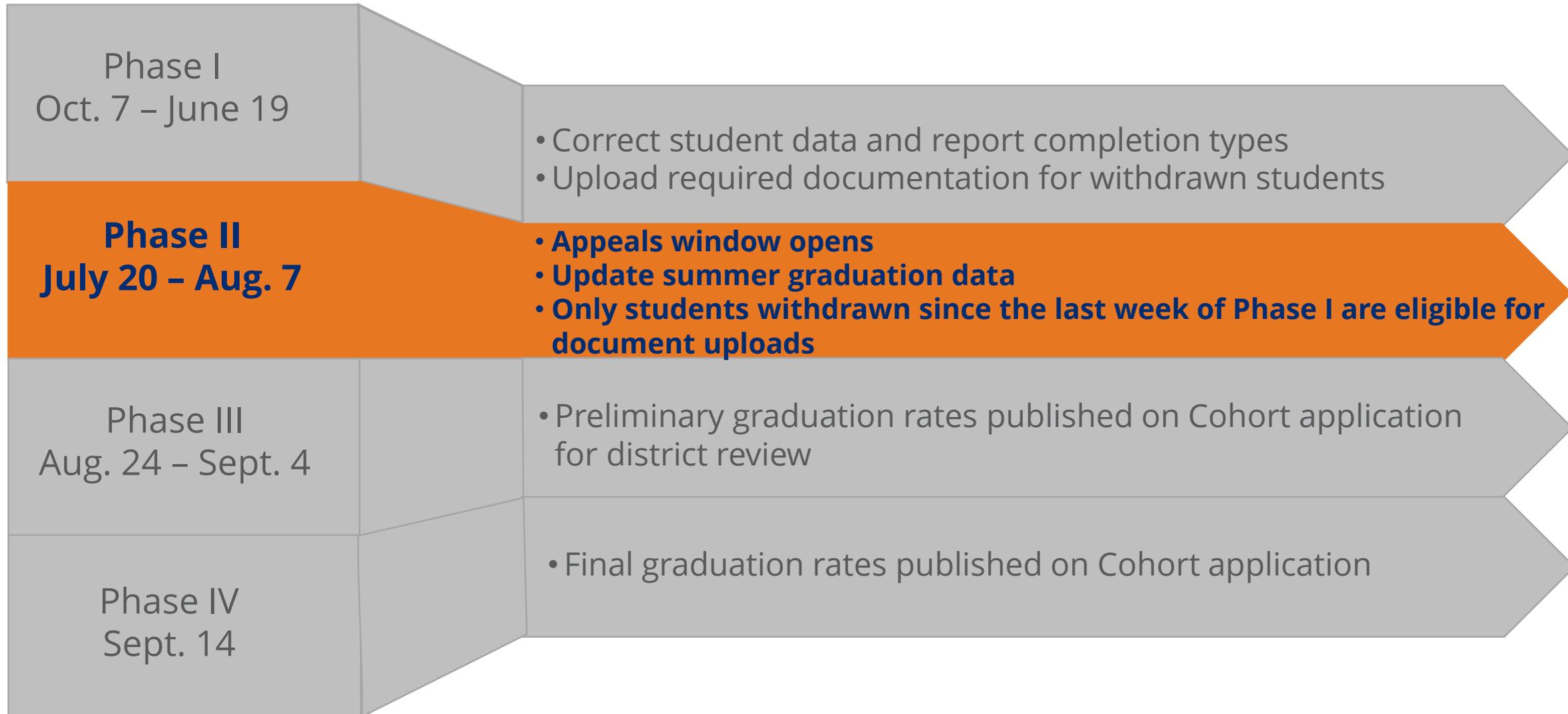
Graduation Cohort Process Timeline



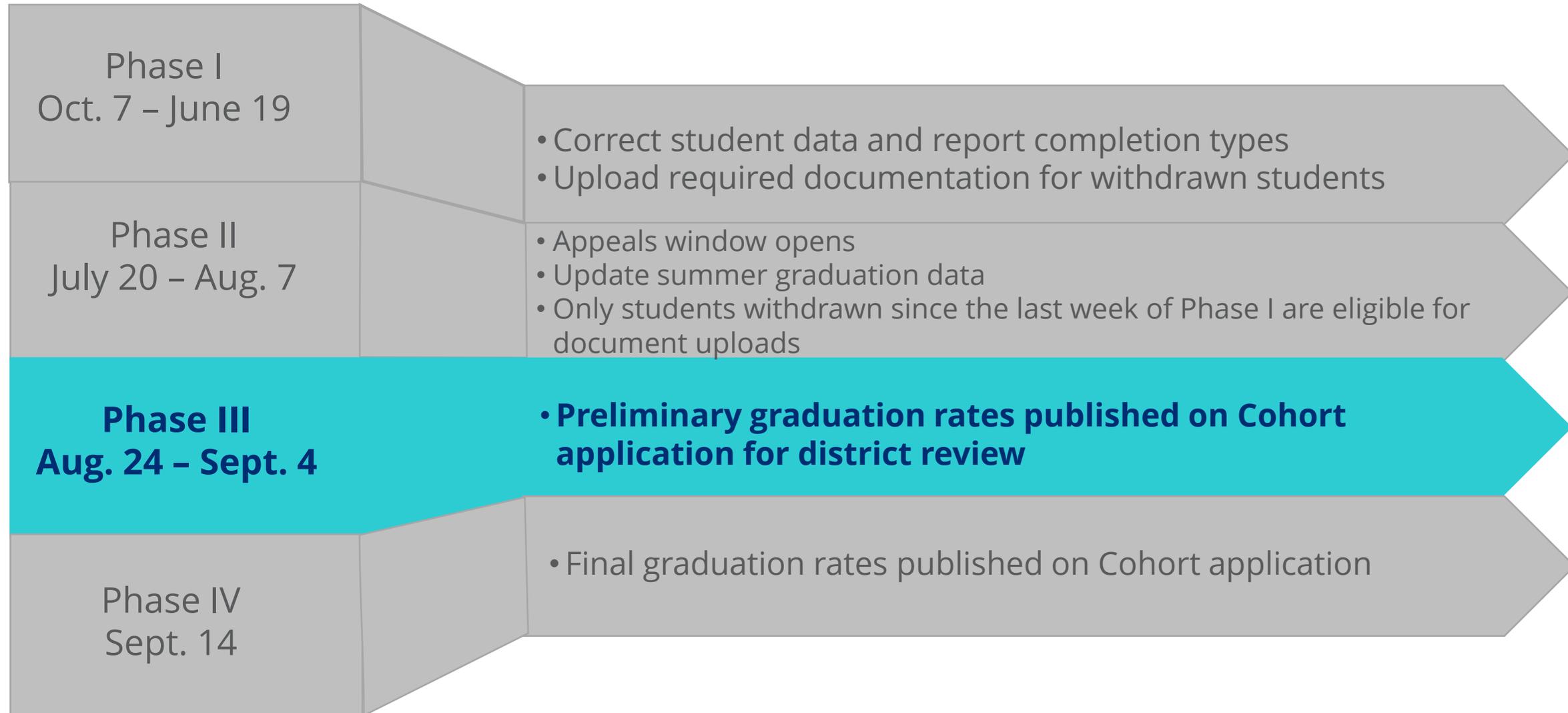
Graduation Cohort Process Timeline



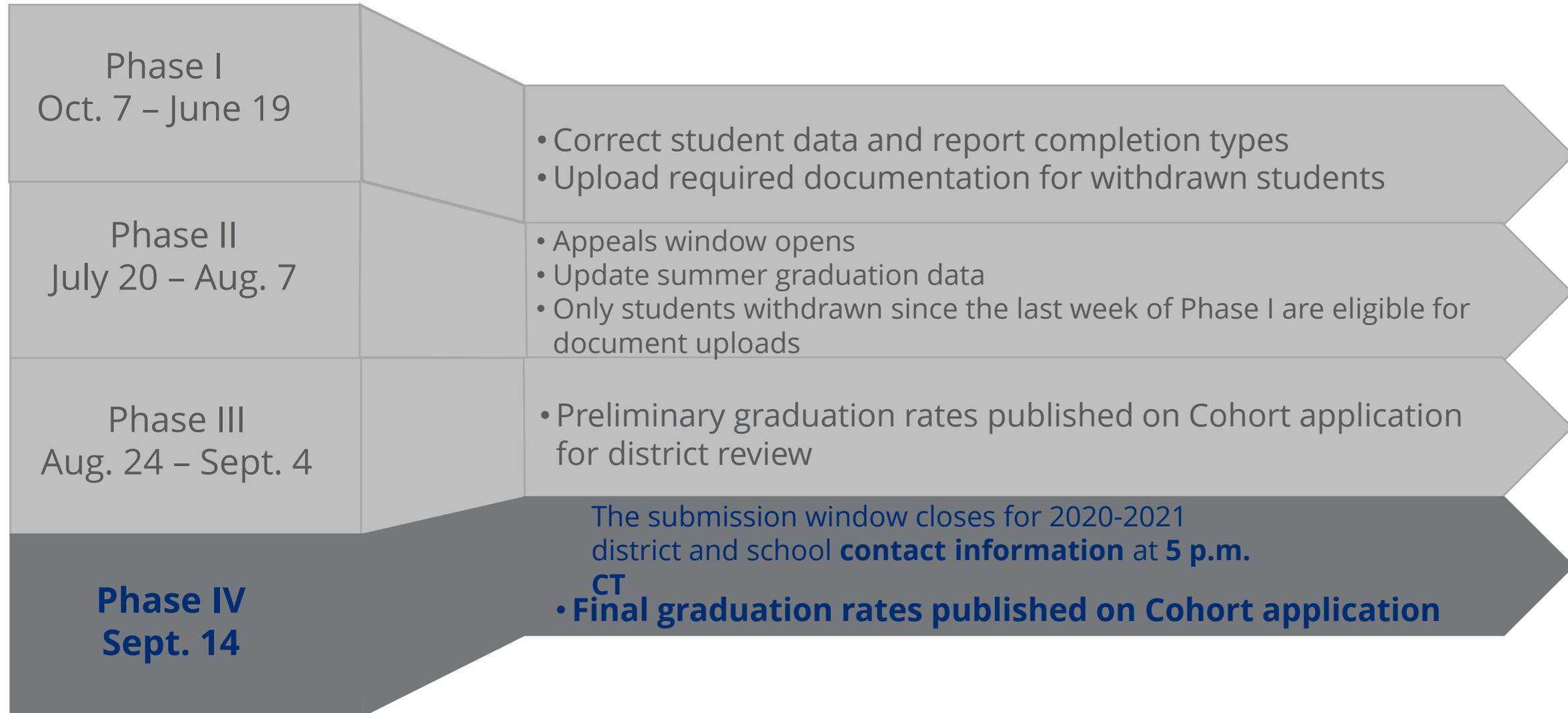
Graduation Cohort Process Timeline



Graduation Cohort Process Timeline



Graduation Cohort Process Timeline



Cohort Change Request Process



- What is it?
 - An opportunity for districts to submit and correct data associated with their cohorts that can not be handled through the Cohort application.
- Timeline
 - Began running our first changes for this year on Oct. 31.
 - We have already updated and corrected around 500 students through the change request process.

Cohort Change Requests Process



- When to use:
 - Students who appear in the wrong cohort year (entered grade 9 in 2016, 2017, 2018, or 2019)
 - Students who have had an EIS merged Student ID
 - Students who never showed after an enrollment
- What to do:
 - Access the Cohort Change Request Instructions and Worksheet
 - Review the timeline and dates to submit changes
 - Submit in the detailed format to TNED.Gradutes@tn.gov
 - Include attachments of the worksheet and zip file with documentation
 - Use the review period to confirm changes were approved and made correctly

Cohort Change Requests Timeline

| Submission Date | Change Date | Review Period |
|-----------------|----------------|-------------------|
| Oct. 31 | Nov. 1 | Nov. 4-15 |
| Nov. 21 | Nov. 22 | Nov. 25-Dec. 6 |
| Dec. 19 | Dec. 20 | Dec. 23-Jan. 10 |
| Jan. 30 | Jan. 31 | Feb. 3-14 |
| Feb. 27 | Feb. 28 | March 2-13 |
| March 26 | March 27 | March 30-April 10 |
| April 16 | April 17 | April 20-22 |
| April 23 | April 24 | April 27-April 29 |
| April 30 | May 1 | May 4-6 |
| May 7 | May 8 | May 11-13 |
| May 14 | May 15 | May 18-20 |
| May 21 | May 22 | May 25-27 |
| May 28 | May 29 | June 1-3 |
| June 4 | June 5 | June 8-10 |
| June 11 | June 12 | June 15-19 |

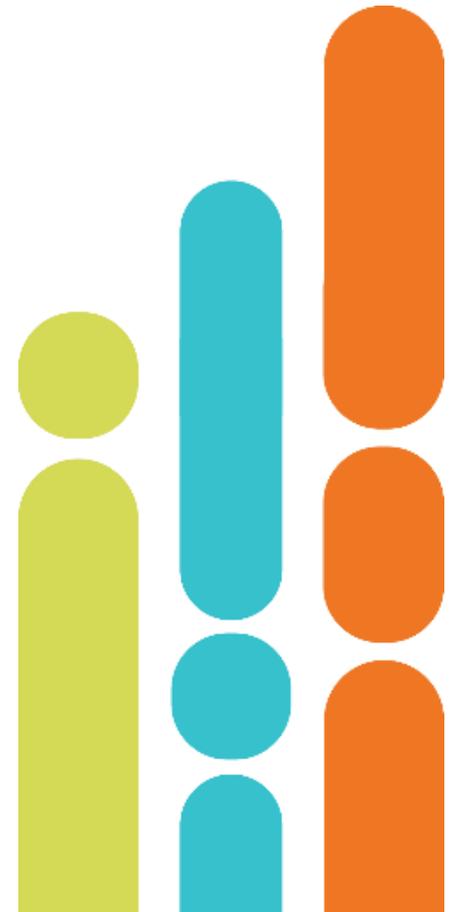
Please note, additional submission dates **will not** be included for change requests

Special Consideration for COVID-19 Response



COVID-19 Information

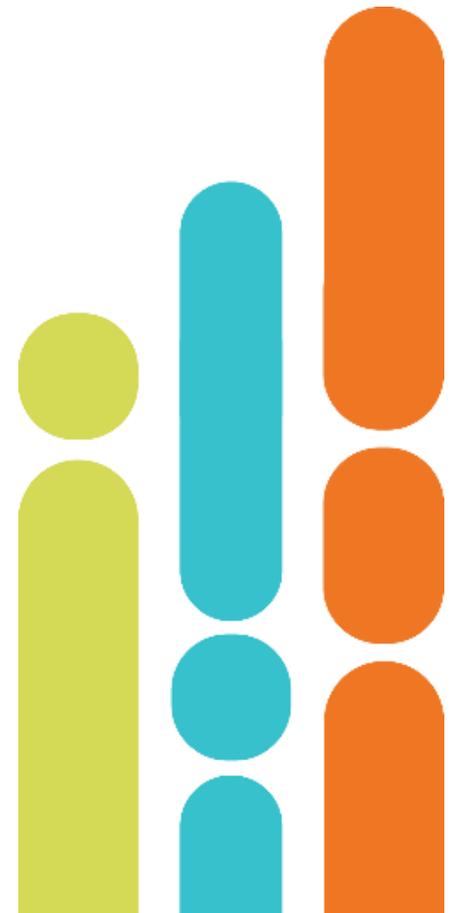
- TDOE submitted waivers in March and they were approved by USEd.
 - Waives assessment and accountability for one year
 - USEd still requires the reporting of graduation rates:
 - Our process will continue as required by federal law.
 - Phase I deadline adjusted (**June 19**) to accommodate providing TDOE with the documentation for students.
 - The rest of the summer deadlines (Phases II and III) will remain the same as previously communicated.



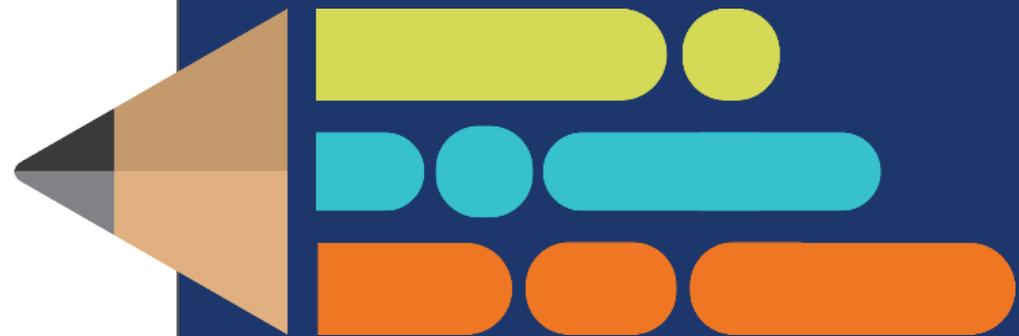
COVID-19 Information

Please note, no official decisions have been made in regards to the 2020-21 accountability system.

For more information around COVID-19, please visit the department's [information page](#).



Review: Reminders and Notes



Reminder of the Changes in Graduation Calculations

- Beginning with those entering grade 9 in 2018, students who take the **alternate assessment** and earn an **alternate diploma** aligned to state standards can count as graduates starting in 2021.
 - [TCA §49-6-6001](#)
 - [Additional resources](#)
- Districts can appeal students who are enrolled less than 60 days in the most recent year to include them in the school and district in which they were enrolled for the greatest proportion of days in grade 9-12.
 - [TCA §49-1-601](#)

Additional Notes: ACT Participation

- Graduation cohort determines the students used to calculate ACT participation rates.
- ACT participation rates count the number of graduates with valid ACT composite scores out of the **total number of on-time regular graduates**.
 - Note: If your district codes a student as a regular graduate who did not earn a diploma, **this student will be expected to have a valid ACT composite score**
- We **cannot** change these data after they are final.

Note: Decisions around ACT participation will be included in the 2020-21 accountability updates.

Review: Federal Requirements and Definitions



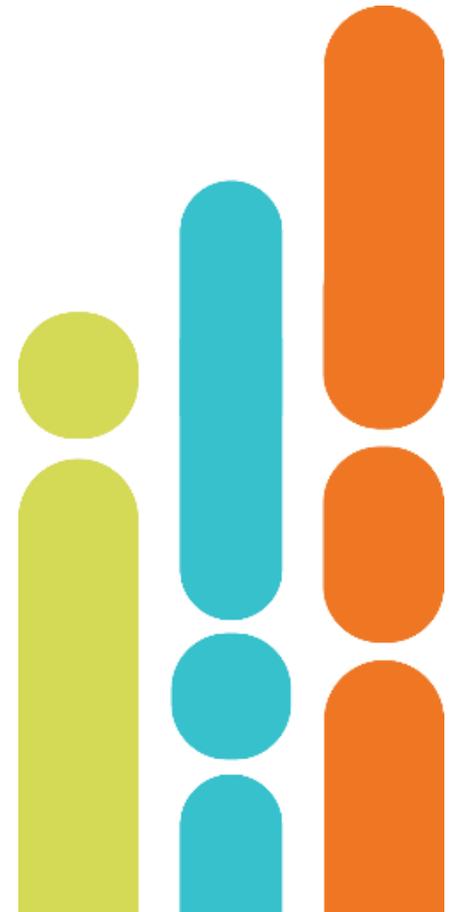
Defining the Graduation Cohort

- “The number of students who form the original cohort of **entering first-time students in grade 9** enrolled in the high school... adjusted by --
 - Adding the students who joined the cohort, after the date of the determination of the original cohort; and
 - Subtracting only those students who left the cohort, after the date of the determination of the original cohort...”



Assigning Students to Cohorts

- The department assigns students a cohort year based on a combination of the student's enrollment record and the value submitted for their year entered grade 9 (YE9) .
- Note: This **value remains fixed once assigned** and can only be changed by submitting a change request worksheet with official documentation.
 - This highlights the importance of **correct data entry**.

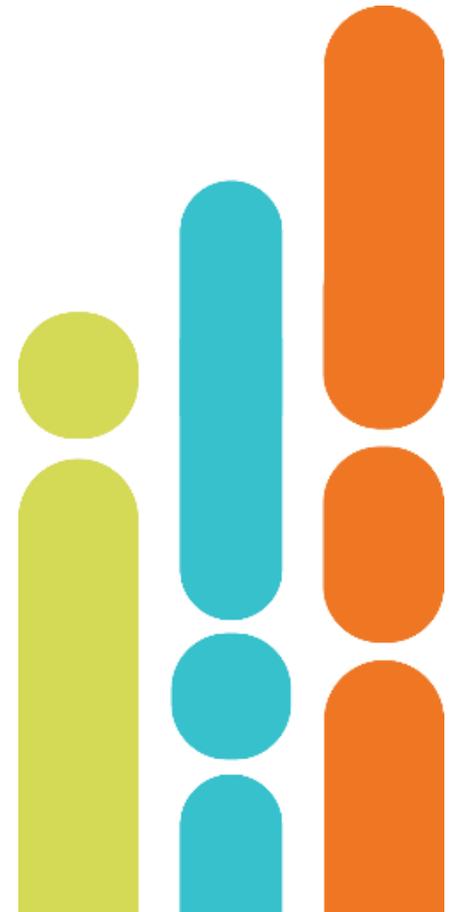


Defining Graduates

- “The number of students in the cohort... who earned a regular high school diploma before, during, or at the conclusion of –
 - The fourth year of high school; or
 - A summer session immediately following the fourth year of high school; and
 - Beginning in 2021, all students with the most significant cognitive disabilities in the cohort... assessed using the alternate assessment aligned to alternate academic achievement standards and awarded a State-defined alternate diploma”
- “Shall not include a **general equivalency diploma, certificate of completion, certificate of attendance**, or similar lesser credential”

Removing Students from Cohorts

- “To remove a student from a cohort, a school or local education agency shall require documentation... to confirm that the student has **transferred** out, **emigrated** to another country, or transferred to a **prison** or juvenile facility, or is **deceased**.”
- The term “transferred out” means a student has left for:
 - “Another school from which the student is expected to receive a regular high school diploma”
 - Another educational program from which the student is expected to receive a regular high school diploma...”



Required Documentation for Cohort Adjustments

- “The confirmation of a student’s transfer to another school or educational program... **requires documentation** of such transfer from the receiving school or program...”
- “A student from whom there is **no confirmation** of the student having transferred out... shall **remain in the adjusted cohort.**”
- “A student who is **retained in grade** or who is enrolled in a program leading to a general equivalency diploma, or other... **program that does not issue... a regular high school diploma,** shall not be considered transferred out and **shall remain in the adjusted cohort.**”

Summary: Requirements and Definitions

- Which students count as **graduates**?
 - Students who receive a **regular education diploma** within **four years** plus one summer
 - **Future years**: Students who graduate in 2021 or later and participated the **alternate assessment** who also receive an alternate diploma
- Which students count in the **cohort**?
 - Students who enter grade 9 for the first time four years earlier
 - **Plus** students who enter after the cohort is determined
 - **Minus** students for whom there is **documentation** that the student transferred out, emigrated, passed away, or meet the “less than 60 day” removal policy
- How is graduation rate calculated?

$$\frac{\text{Number of students who graduate in four years plus a summer}}{\text{Number of students in graduating cohort}}$$

Appeals Parameters



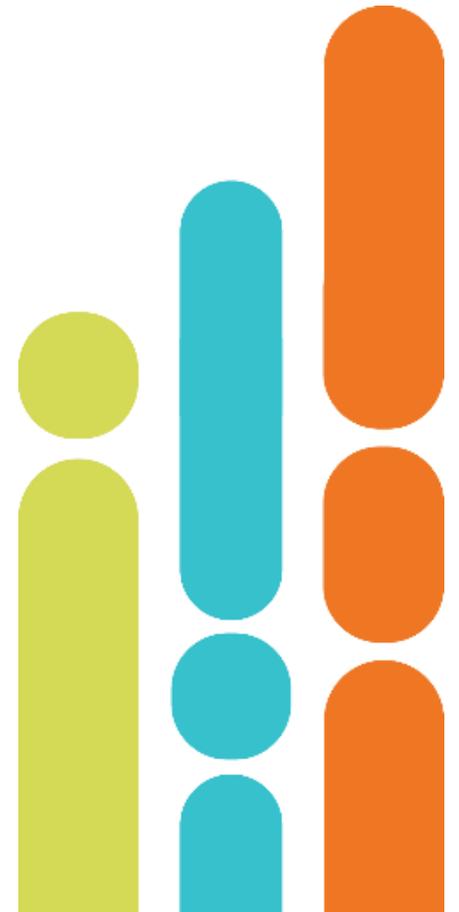
Overview

- The appeals process lets districts resolve issues outside the scope of normal cohort calculations.
- We will discuss what, how, and when districts may appeal.
- Districts must correct all non-appealable issues according to the cohort timeline.



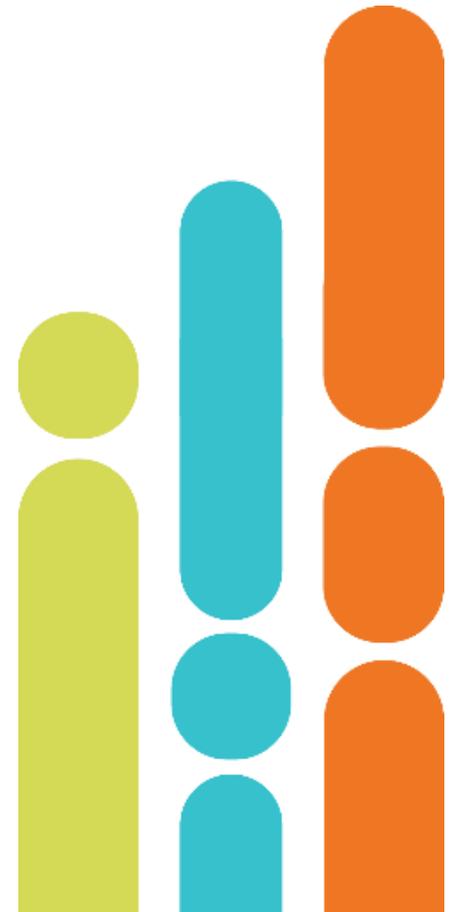
Appealable vs. Non-Appealable Issues

- Key questions:
 - Were the **data corrected and verified** in the Cohort application **before the deadline**?
 - Was **documentation** submitted **before the deadline**?
 - Did the student earn an **on-time regular diploma**?
- Your district can appeal most cases if you can answer “**yes**” to the questions above.



Categories of Appealable Issues

- Department errors
 - EIS extracts did not process correctly
 - Note: **Not** the same as incorrectly submitted extracts
 - Department did not apply approved Cohort Change Request
 - E.g., Approved request to move student to next year's cohort but request was not updated
 - Did the student earn an **on-time regular diploma**?
- Students earning diplomas
 - Students earned a regular diploma from another district's **adult/alternative school** or Job Corps, jail, or prison
 - Note: **Not** the same as incorrectly submitted extracts
- Limited enrollments
 - Students were enrolled less than 60 days and were enrolled in another district for a greater proportion of days in grade 9-12



General Requirements for Approved Appeals

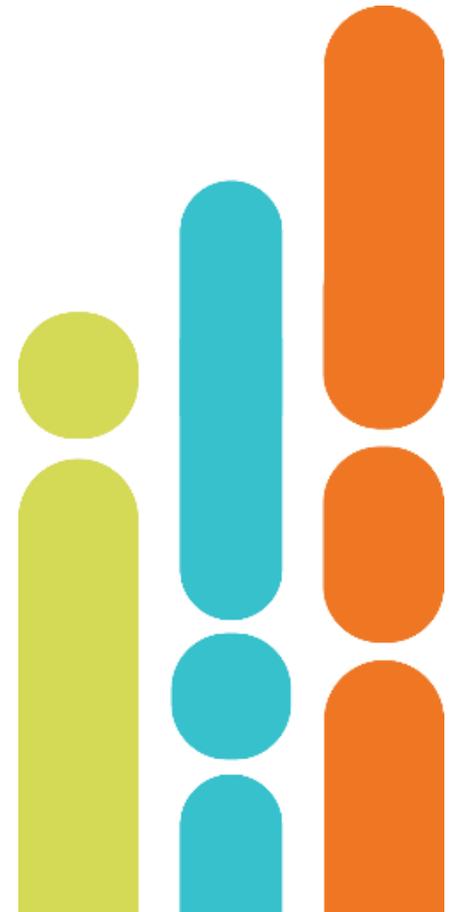
- Official documentation that the student earned an on-time regular diploma
 - Official transcript proving obtainment of an on-time regular diploma, official diploma, etc.
- Documentation that satisfies section 3 of the [2020 Graduation Cohort Protocol](#)

Note: The department will automatically deny any first-time documentation submitted during the appeals window.



Common Appealable Cohort Issues

- The department **denied documentation** for students with withdrawal code 2, 5, 6, 8, 10, or 17:
 - The district has documentation that satisfies the guidelines in section 3 of the [2020 Graduation Cohort Protocol](#)
- The department did not complete a [Cohort Change Request](#)
 - The district has documentation (e.g., email correspondence, change request submission) that the department committed to making the update
- EIS extracts failed **before the deadline**
 - Again, **not** the same as **incorrect** extract submissions



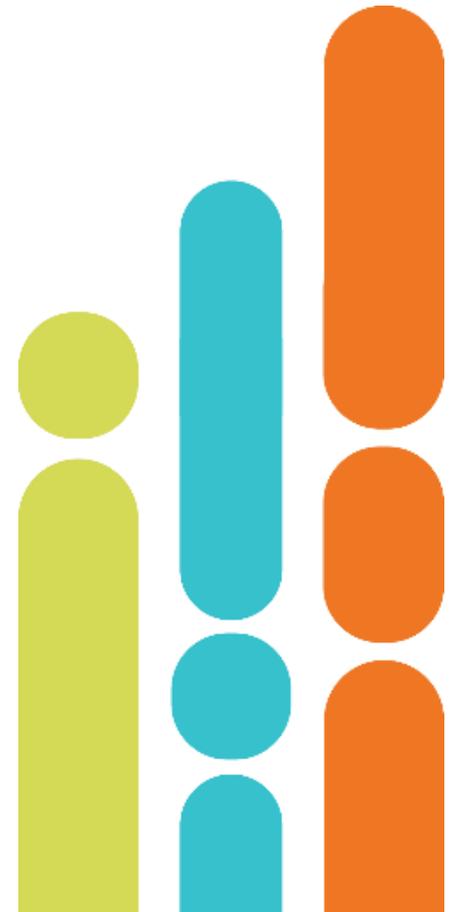
Common Appealable Cohort Issues

- Student was remanded to jail/prison, and district has documentation of **on-time regular diploma**
- Student transferred to another TN public district and withdrew to homeschool; must have signed Intent to Home School form
- Student withdrew to Job Corps or adult/alternative school in another TN district, and district has documentation of on-time regular diploma



Common Non-Appealable Cohort Issues

- District did not upload documentation **before 5 p.m. CT on June 19**
 - The department will automatically deny documentation submitted for the first time during the appeals window.
- District did not enter completion information for spring and/or summer graduates
- District did not correct inaccurate data (e.g. withdrawal code, race/ethnicity, year entered grade 9, etc.) before the deadline



Review: Appealable and Non-Appealable Cohort Issues

- Your district can appeal students if:
 - The data were **corrected** and **verified** in the Cohort application before the deadline
 - **Withdrawal documentation** was submitted before the deadline
 - The student earned an **on-time regular diploma**
- Your district's appeal is likely to be successful if:
 - The appeal is **complete** and submitted before the deadline
 - The documentation satisfies the Withdrawal Code Guidance in section 3 of the [2020 Graduation Cohort Protocol](#)
 - The appeal provides **official documentation** (e.g. transcript, diploma, etc.) that students earned a regular diploma, where applicable

Common Questions and Guidance



Phase I: Tasks to Complete

- Submit **withdrawal information** and **documentation**
 - Can only upload documents for codes 2, 5, 6, 8, 10 and 17
- Verify correct coding of early graduates
 - Withdrawal code 12, completion period “EA”
- Submit completion information
 - Must have valid completion **document type**, completion **date**, and completion **period**
- Verify student **demographics** and **subgroup** reporting
- **Any data that remain incorrect and any documents not uploaded will be ineligible for appeal during Phase II.**



Phase I: Common Issues to Resolve

| Situation | Resolution |
|--|---|
| A student is missing from the cohort | <ul style="list-style-type: none">• Check that the student does not appear in a different active cohort• Follow the Cohort Change Request process |
| A student is enrolled elsewhere according to EIS, but the student still appears in our district's cohort | <ul style="list-style-type: none">• Ensure the student does not have multiple ID numbers• Note: A student who enrolls in an adult or alternative school is not removed from another district's cohort, as these schools do not generate cohorts• Note: The student can only be removed with official documentation that they received an on-time regular diploma from the receiving school or program |

Phase I: Common Issues to Resolve

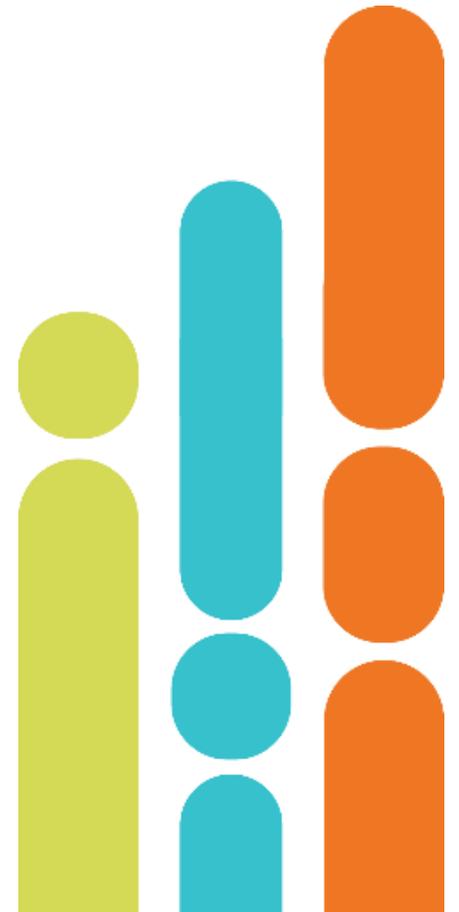
| Situation | Resolution |
|---|---|
| A student withdrew to Job Corps | <ul style="list-style-type: none">• Code as 00, 01, or 05• Note: The student can only be removed with official documentation that they received an on-time regular diploma |
| A student withdrew, but there is no “Attach” link on the Cohort application | <ul style="list-style-type: none">• Ensure the correct withdrawal code was submitted in EIS; this will update in the Cohort application the following morning• Note: Only students with withdrawal codes of 2, 5, 6, 8, 10 or 17 are eligible for uploads |
| A student is in the wrong cohort | <ul style="list-style-type: none">• Submit official documentation (e.g. transcript, letter on letterhead from administration) confirming first enrollment in grade 9 through the Change Request Process |
| A student rolled over into the cohort but never attended | <ul style="list-style-type: none">• Submit official letter from administrator confirming the student never attended the school in question |

Phase I: Common Issues to Resolve

| Situation | Resolution |
|--|---|
| A student does not appear in the EIS Roster of Graduates | <ul style="list-style-type: none">• Contact the Help Desk at DT.Support@tn.gov |
| A student who was initially withdrawn out of state (05) actually withdrew to an out-of-state online school (17) | <ul style="list-style-type: none">• Change the student's withdrawal code to 17• If your district's SIS package does not allow this change, email TNEG.Graduates@tn.gov |
| A student who was initially withdrawn to a home school (10) was actually enrolled in a non-public school (06), or vice versa | <ul style="list-style-type: none">• Ensure the withdrawal code corresponds to the actual withdrawal circumstance• Ensure the uploaded documentation matches the withdrawal code (e.g. records request for WD06 or Intent to Home School form for WD10) |
| A student has a withdrawal code for another school (04) or district (03), but there is no subsequent enrollment | <ul style="list-style-type: none">• Reach out to the receiving district to ensure the student's enrollment is entered• Note: Students with codes 03 and 04 can only be removed with a subsequent enrollment in EIS |

Phase I: Common Document Denial Reasons

- 02
 - Written acknowledgement must confirm that the student receives services resulting in regular diploma
- 05
 - Notes/hearsay from friends/neighbors/pastors/pictures, etc. are not sufficient documentation for **out-of-country** withdrawals
 - *For exchange students:* Document must come from exchange agency **and** must note year of participation
- 06/10
 - Documentation that supports withdrawal to out-of-state online schools should use code 17
- 17
 - Screenshots of student homepage, payment receipts, and/or enrollment applications are all insufficient



Review: Phase I Tasks and Issues

- Submit **withdrawal** information and documentation
- Submit **completion information**
 - Includes completion document **type**, completion **date**, and completion **period**
- **Verify** in SIS, EIS, and the Cohort application to ensure **data updated** correctly
- Refer to **common situations to resolve** in this document, which will be available on the Cohort application

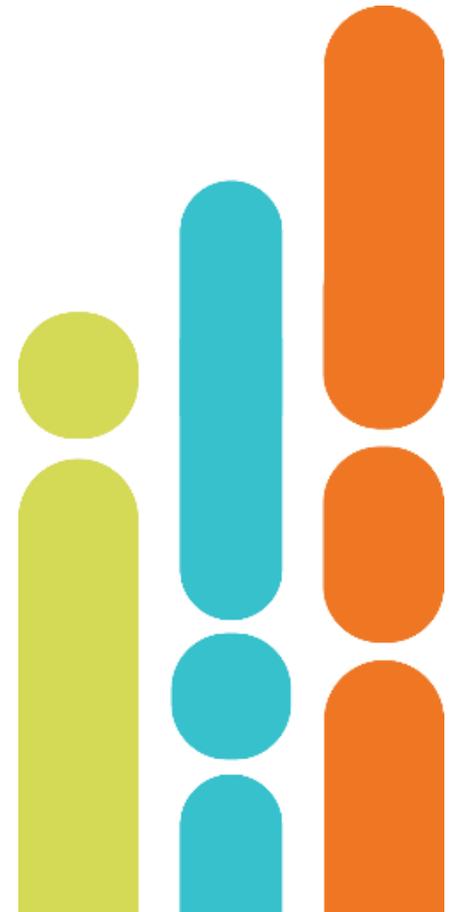


Phase II: Tasks to Complete

- Submit any summer graduates through your SIS
 - Use a completion period of **SU**
 - Submit a correct completion date that falls between the spring attendance end and before the 2020-21 attendance start
 - Submit completion documentation

Note: Do not create a new enrollment for summer school.

- Submit any students that may be appealed
 - E.g., less than 60 day enrollment, earned a regular ed diploma, department error with a Cohort Change Request, etc.



Common Scenarios and Guidance

| Scenario | Guidance |
|---|---|
| The department did not apply an approved cohort update. | Districts may appeal if there is documentation (e.g., email correspondence) that the department committed to making the update. |
| The district's EIS extracts failed to process. | Districts may appeal if there is evidence that the extract failed before the deadline. |
| The department denied documentation for student with withdrawal codes 2, 5, 6, 8, 10 or 17. | Districts may appeal only if the documentation satisfies the guidelines of section 3 in the 2020 Graduation Cohort Protocol. |
| The student withdrew to a home school in another TN district. | Districts may appeal if they have copies of the official Intent to Home School form signed by a parent or guardian. |

Common Scenarios and Guidance

| Scenario | Guidance |
|--|--|
| The student was remanded to jail or prison. | Districts may appeal if there is official documentation that the student earned an on-time regular diploma. |
| The student withdrew to an adult high school in the same district. | The student counts as a dropout unless they earn an on-time regular diploma, in which case the district should re-enroll the student in their former regular high school and submit completion information to EIS. |
| The student withdrew to an adult high school in another TN district. | Districts may appeal if there is official documentation that the student earned an on-time regular diploma. |
| The student withdrew to Job Corps. | Districts may appeal if there is official documentation that the student earned an on-time regular diploma. |

Common Scenarios and Guidance

| Scenario | Guidance |
|--|---|
| The student was remanded to an alternative school in the same district. | The student counts as a dropout unless they earn an on-time regular diploma, in which case the district should re-enroll the student in their former regular high school and submit completion information. |
| The student withdrew to an alternative high school in another TN district. | The district may appeal if there is official documentation that the student earned an on-time regular diploma. |
| The student transferred to another district to TN but there is no subsequent enrollment. | The student counts as a dropout for the last district in which they enrolled, unless they were enrolled less than 60 days and the district appeals. |
| The student withdrew to a GED program. | The student counts as a dropout. |

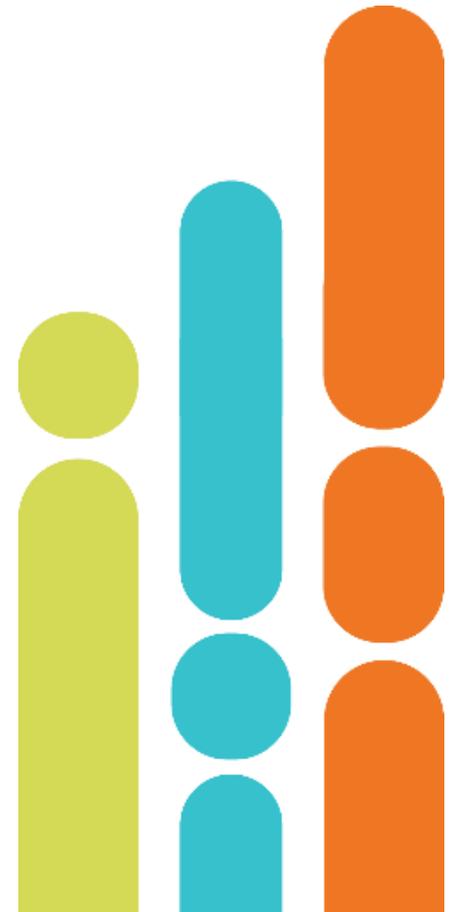
Official Documentation

- The following may serve as official documentation
 - Official diplomas
 - Official transcripts with the date students earned a regular diploma
 - Letters on letterhead from the school/program/facility that awarded the student a regular diploma (that list the date awarded)



Issues with Subsequent Enrollments

- The department recognizes the challenges districts face when subsequent enrollments are not entered in EIS for students who transfer out.
- Federal law prevents us from removing students from a district's cohort in such cases.
 - Exception: If the student was enrolled less than 60 days in the most recent year and was enrolled for a greater proportion in another district



Review: Phase II Tasks and Issues

- Submit **summer graduates**
 - Use a completion period of SU, the correct completion date, and competition documentation
 - **Do not create a new enrollment for summer school**
- Submit any students that may be **appealed**
 - Utilize the 2020 Graduation Cohort Appeals Guidance and Appeals Submission Instructions
 - Complete the appeals worksheet
 - Email to TNED.Graduates@tn.gov



How to Submit Appeals



Districts must submit Appeals Submission Worksheets

The screenshot shows an Excel spreadsheet with the following content:

| | A | B | C | D | E | F | G | H | I | J | K | L | M | N | O | P | Q | R | S | T | U | V | W | X | Y | Z |
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| 1 | Contact Info | | | | | | | | | | | | | | | | | | | | | | | | | |
| 2 | Date: | | | | | | | | | | | | | | | | | | | | | | | | | |
| 3 | District Number: | | | | | | | | | | | | | | | | | | | | | | | | | |
| 4 | District Name: | | | | | | | | | | | | | | | | | | | | | | | | | |
| 5 | Director Name: | | | | | | | | | | | | | | | | | | | | | | | | | |
| 6 | Director Email: | | | | | | | | | | | | | | | | | | | | | | | | | |
| 7 | Graduation Contact Name: | | | | | | | | | | | | | | | | | | | | | | | | | |
| 8 | Graduation Contact Email: | | | | | | | | | | | | | | | | | | | | | | | | | |
| 9 | Phone (numbers only): | | | Ext: | | | | | | | | | | | | | | | | | | | | | | |
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Start by completing the “Contact_Info” tab.

Appeals Submission Worksheet - Excel

File Home Insert Page Layout Formulas Data Review View ACROBAT Tell me what you want to do... Evan Kramer Share

Clipboard Font Alignment Number Styles Cells Editing

E24

1 Contact Info

2 Date:

3 District Number:

4 District Name:

5 Director Name:

6 Director Email:

7 Graduation Contact Name:

8 Graduation Contact Email:

9 Phone (numbers only): Ext:

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Contact_Info District_Appeals

Ready 100%

Enter a valid date (within the appeals window).

The screenshot shows an Excel spreadsheet titled "### Appeals Submission Worksheet - Excel". The ribbon is set to "Data". The spreadsheet contains a table with the following data:

| Contact Info | |
|---------------------------|------|
| Date: | |
| District Number: | |
| District Name: | |
| Director Name: | |
| Director Email: | |
| Graduation Contact Name: | |
| Graduation Contact Email: | |
| Phone (numbers only): | Ext: |

A yellow error message box is displayed over the "Date:" cell, stating: "Please enter a valid date (MM/DD/YYYY)".

This is a zoomed-in view of the "Date:" cell in the spreadsheet. The error message box is clearly visible, indicating that the date entered is not in the correct MM/DD/YYYY format.

Enter your district number, which automatically populates subsequent fields.

Appeals_Submission_Worksheet - Excel

File Home Insert Page Layout Formulas Data Review View ACROBAT Tell me what you want to do... Evan Kramer Share

Spelling Thesaurus Smart Lookup Translate New Comment Delete Previous Next Show/Hide Comment Show All Comments Show Ink Protect Sheet Protect Workbook Share Workbook Allow Users to Edit Ranges Track Changes

B3 10

| | A | B | C | D | E | F | G | H | I | J | K | L | M | N | O | P | Q | R | S | T | U | V | W | X | Y | Z |
|----|---------------------------|-------------|------|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 1 | Contact Info | | | | | | | | | | | | | | | | | | | | | | | | | |
| 2 | Date: | 7/23/2018 | | | | | | | | | | | | | | | | | | | | | | | | |
| 3 | District Number: | 10 | | | | | | | | | | | | | | | | | | | | | | | | |
| 4 | District Name: | Anderson Co | | | | | | | | | | | | | | | | | | | | | | | | |
| 5 | Director Name: | Tim Parrott | | | | | | | | | | | | | | | | | | | | | | | | |
| 6 | Director Email: | tparrott@ac | | | | | | | | | | | | | | | | | | | | | | | | |
| 7 | Graduation Contact Name: | | | | | | | | | | | | | | | | | | | | | | | | | |
| 8 | Graduation Contact Email: | | | | | | | | | | | | | | | | | | | | | | | | | |
| 9 | Phone (numbers only): | | Ext: | | | | | | | | | | | | | | | | | | | | | | | |
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B3 10

| | A | B | C | D |
|----|---------------------------|-------------|------|---|
| 1 | Contact Info | | | |
| 2 | Date: | 7/23/2018 | | |
| 3 | District Number: | 10 | | |
| 4 | District Name: | Anderson Co | | |
| 5 | Director Name: | Tim Parrott | | |
| 6 | Director Email: | tparrott@ac | | |
| 7 | Graduation Contact Name: | | | |
| 8 | Graduation Contact Email: | | | |
| 9 | Phone (numbers only): | | Ext: | |
| 10 | | | | |
| 11 | | | | |

Enter the name, email, and phone number of the cohort point of contact.

###_Appeals_Submission_Worksheet - Excel

| | A | B | C | D | E | F | G | H | I | J | K | L | M | N | O | P | Q | R | S | T | U | V | W | X | Y | Z |
|---|---------------------------|-----------------|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 1 | Contact Info | | | | | | | | | | | | | | | | | | | | | | | | | |
| 2 | Date: | 7/23/2018 | | | | | | | | | | | | | | | | | | | | | | | | |
| 3 | District Number: | 10 | | | | | | | | | | | | | | | | | | | | | | | | |
| 4 | District Name: | Anderson County | | | | | | | | | | | | | | | | | | | | | | | | |
| 5 | Director Name: | Tim Parrott | | | | | | | | | | | | | | | | | | | | | | | | |
| 6 | Director Email: | tparrott@acs.ac | | | | | | | | | | | | | | | | | | | | | | | | |
| 7 | Graduation Contact Name: | | | | | | | | | | | | | | | | | | | | | | | | | |
| 8 | Graduation Contact Email: | | | | | | | | | | | | | | | | | | | | | | | | | |
| 9 | Phone (numbers only): | | | | | | | | | | | | | | | | | | | | | | | | | |

| | A | B | C | D |
|---|---------------------------|-----------------|---|---|
| 1 | Contact Info | | | |
| 2 | Date: | 7/23/2018 | | |
| 3 | District Number: | 10 | | |
| 4 | District Name: | Anderson County | | |
| 5 | Director Name: | Tim Parrott | | |
| 6 | Director Email: | tparrott@acs.ac | | |
| 7 | Graduation Contact Name: | | | |
| 8 | Graduation Contact Email: | | | |
| 9 | Phone (numbers only): | | | |

Enter the state student ID of your first appeal. Subsequent fields will populate.

The screenshot shows an Excel spreadsheet with the following data:

| Student ID | District Number | District Name | School Number | Student Last Name | Reason for Appeal | Explanation (Required) |
|------------|-----------------|-----------------|---------------|-------------------|-------------------|------------------------|
| 1234567 | 10 | Anderson County | | | | |

| | A | B | C |
|---|------------|-----------------|-----------------|
| 1 | Student ID | District Number | District Name |
| 2 | 1234567 | 10 | Anderson County |

Enter the school number, last name, and select an appeal reason.

The screenshot shows an Excel spreadsheet with the following data:

| Student ID | District Number | District Name | School Number | Student Last Name | Reason for Appeal | Explanation (Required) |
|------------|-----------------|-----------------|---------------|-------------------|----------------------|------------------------|
| 1234567 | 10 | Anderson County | 2000 | EXAMPLE | [Dropdown menu open] | |

The dropdown menu for 'Reason for Appeal' contains the following options:

- Approved cohort update was not applied (e.g., change to cohort year requested before Phase I deadline)
- EIS extract/data migration failed before Phase I deadline
- Student was withdrawn to adult/alternative/Job Corps program but district has evidence of on-time diploma
- Document was denied but satisfies requirements of 2017 Withdrawal Code Guidance
- Other (use Explanation section to elaborate)

Include any relevant comments or reference attachments.

The screenshot shows an Excel spreadsheet with the following data:

| Student ID | District Number | District Name | School Number | Student Last Name | Reason for Appeal | Explanation (Required) |
|------------|-----------------|-----------------|---------------|-------------------|--|--|
| 1234567 | 10 | Anderson County | 2000 | EXAMPLE | Approved cohort update was not applied (e.g., change to cohort year requested before Phase I deadline) | Requested move to 2015 cohort was approved on 2/25/2018. See attachment 10_200 |

The spreadsheet also features a comment in cell G2: "Requested move to 2015 cohort was approved on 2/25/2018. See attachment 10_200_1234567". The interface includes the Review tab with options for comments and changes.

Save the file, changing the “###” to your district number.

The screenshot shows the Microsoft Excel 'Save As' dialog box. The window title is '###_Appeals_Submission_Worksheet - Excel' and the user is 'Evan Kramer'. The dialog is open to the 'Downloads' folder. The file list contains the following items:

| Name | Date modified | Type | Size |
|---|--------------------|----------------------|--------|
| sqldeveloper-17.4.0.355.2349-x64 | 2/9/2018 3:22 PM | File folder | |
| ###_ACT_Appeals_Submission_Worksheet | 2/14/2018 1:01 PM | Microsoft Excel W... | 40 KB |
| 10_2018DistrictLevelACT_12Feb2018 (1) | 2/13/2018 1:20 PM | Microsoft Excel W... | 12 KB |
| 10_2018DistrictLevelACT_12Feb2018 | 2/13/2018 1:19 PM | Microsoft Excel W... | 12 KB |
| 10_2018DistrictLevelACTRetake_12Feb2018 | 2/13/2018 1:20 PM | Microsoft Excel W... | 12 KB |
| 10_2018SchoolLevelACT_12Feb2018 | 2/13/2018 1:20 PM | Microsoft Excel W... | 12 KB |
| 10_2018SchoolLevelACTRetake_12Feb2018 | 2/13/2018 1:20 PM | Microsoft Excel W... | 12 KB |
| 10_2018StudentLevelACT_12Feb2018 | 2/13/2018 1:20 PM | Microsoft Excel W... | 12 KB |
| 10_2018StudentLevelACTRetake_12Feb20... | 2/13/2018 1:20 PM | Microsoft Excel W... | 12 KB |
| 10_DistrictDataPreview_12Feb2018 | 2/13/2018 1:20 PM | Microsoft Excel W... | 12 KB |
| 10_SchoolGradingPreview_12Feb2018 | 2/13/2018 1:20 PM | Microsoft Excel W... | 12 KB |
| Copy of SpringRawScoreIntent_Data_2.21... | 2/22/2018 12:58 PM | Microsoft Excel W... | 44 KB |
| data_2015_district_achievement | 2/19/2018 8:33 AM | Microsoft Excel W... | 26 KB |
| data_2016-17_district_profile (1) | 2/13/2018 1:41 PM | Microsoft Excel W... | 68 KB |
| data_2016-17_district_profile | 2/13/2018 1:41 PM | Microsoft Excel W... | 68 KB |
| data_2016-17_school_profile (1) | 2/22/2018 12:45 PM | Microsoft Excel W... | 567 KB |
| data_2016-17_school_profile | 2/14/2018 12:34 PM | Microsoft Excel W... | 567 KB |

The 'File name' field contains '10_Appeals_Submission_Worksheet' and the 'Save as type' is 'Excel Workbook'. The 'Save' button is highlighted.

Review the Numbers



Review of the numbers for 2018-19

- 13,137 documents reviewed for the 2018-19 graduates
- 104 submitted appeals for the 2018-19 graduates
- 75 percent of appeals approved for the 2018-19 graduates



Review of the numbers for 2019-20

- **9,129** documents have been submitted thus far for the 2019-20 graduates.
- **14,660** graduates are currently eligible for removal from the cohort but lack documentation.
 - Students are listed as early graduates (i.e., code 12) but show no completion type (counting as non-graduate unless corrected)
 - Students are listed as withdrawing to another school/district but have no subsequent enrollment (i.e., codes 3 and 4)



Review of the numbers for 2019-20

- **9,030** documents have been reviewed thus far for the 2019-20 graduates.
- **44** districts have uploaded documentation for all their students.
- **17** out of the 147 districts have uploaded no documentation



Upcoming Deadlines



Phase I Deadline

- Before the **June 19 deadline**, districts should:
 - Correct data
 - E.g., duplicate IDs, elementary and middle schools with cohorts, incorrect withdrawal codes, demographic/subgroup information such as CTE or ED
 - **Upload documentation** for codes 2, 5, 6, 8, 10 and 17
 - Submit **completion data** for early and spring graduates
 - Work with receiving districts to **resolve subsequent enrollments**
 - Submit a Cohort Change Request (**June 11**) for any student requiring an updated cohort to TNEducation@tn.gov
 - **Note:** Documentation is required to make cohort changes

Phase II and III Deadlines

- Before **July 20**, districts should submit completion information for **summer graduates**.
- Before **Aug. 7**, district should **submit appeals**.
- Between **Aug. 24** and **Sept. 4**, districts should:
 - **Review appeals** decisions,
 - Review preliminary results, and
 - Contact the department with questions.
- On **Sept. 16**, districts should view and download their **final graduation rates** on the Cohort application.

Common Cohort Questions

- Why are we still submitting graduation data?
 - USEd did not waive the reporting requirements of graduation data. These data will be used in 2020-21 Accountability results.
- Will an additional Cohort Change Request date be added to the calendar?
 - No, the system is built out to the original schedule. Please have **ALL** change requests submitted to TNEd.Graduates@tn.gov by **June 11**.
- What documentation can we submit in the cohort application for students who have enrolled out of state during the pandemic?
 - We will accept an email from the school or district that identifies the state and school of enrollment confirming the student is enrolled.
- Should we anticipate additional changes in the other phases?
 - No, the other phases timeline and district expectations will stay the same for the 2020 graduates.

Revisit Objectives



Objectives

- We should be able to...
 - Identify **deadlines and required actions** for the appeals process
 - Define the **major legal requirements** that govern graduation rate calculations
 - Differentiate between **appealable and non-appealable** situations



Upcoming Deadlines and Actions



- **June 19:**
 - All data must be correct and complete in the Cohort application
 - Withdrawal and completion data, document uploads
 - Any incorrect or missing data after June 19 will not be considered
- **July 20:**
 - Appeals window opens
 - Submit appeals for allowable situations only
 - Submit summer completion information
- **Aug.7:**
 - Appeals window closes; no further submissions accepted

Questions? Feedback?

Thank you for your partnership!

For further questions, please consult the documentation on the Cohort application or email TNEducation@tn.gov.





BEST FOR ALL

We will set all students on a path to success.

ACADEMICS

ALL TENNESSEE STUDENTS WILL
HAVE ACCESS TO A HIGH-QUALITY
EDUCATION, NO MATTER WHERE
THEY LIVE

WHOLE CHILD

TENNESSEE PUBLIC SCHOOLS
WILL BE EQUIPPED TO SERVE THE
ACADEMIC AND NON-ACADEMIC
NEEDS OF ALL STUDENTS

EDUCATORS

TENNESSEE WILL SET A NEW PATH
FOR THE EDUCATION PROFESSION
AND BE THE TOP STATE TO
BECOME AND REMAIN A TEACHER
AND LEADER

TN

Department of
Education