Demystifying GAD
Reporting, Record Keeping & Auditing

MPAAA Spring Conference

May 2017

Rob Dickinson, MPAAA

*Developed from a presentation created with
Carolyn Claerhout, Oakland Schools*

This session…

Setting the Stage

Knowing the Time

Cracking the Codes

Making it Work

Acing the Audit

Finishing up

Questions..

Setting the Stage

Cohort graduation rates

- Students are tracked from when they start high school (9th grade)
- Grouped by when they started 9th grade, and where they are now
- Each student is measured 3 times
  - 2018 4-year rates (as of June 2018)
  - 2019 5-year rates (June 2019)
  - 2020 6-year rates (June 2020)

Setting the Stage

Cohort graduation rates

- The other way to look at it...
- June 2018 (rates published in January 2019)
  - 4 year rates on those who started 9th grade in September 2014
  - 5 year rates for those who started 9th grade in September 2013
  - 6 year rates for those who started 9th grade in September 2012

Setting the Stage

Not a single-application report
- Most inputting – MSDS
  - General Collections
  - SRM
- Preliminary reports - GAD Application
  - Appealable – Mid-August
  - Auditable – Late September
- Final rates – MiSchoolData
  - Keyholders can dig into rates

Setting the Stage

4 Phases of Grad Rates
1. During the preceding school Year
2. Mid-July – Mid-September
3. October – December
4. January of following year

Knowing the Time (Phase 1)

Through the school year, keep your data updated in MSDS by using the SRM and General Collection submissions

- Keep record requests
- Resist using 'Unknown' as exit reason
- Track ALL students, not just Seniors
- Keep cohort in mind, not grade level
- Marking EMC students

Knowing the Time (Phase 2)

Graduation Rate Appeals Window

- Mid-July through Mid-September
  - Changes can only be made for the previous years info, this year that is 2017-18.
  - July 18 through September 12, 2018 - the window of opportunity.
  - Use appealable rates (mid-August) to motivate staff
  - Confirm graduates, track down MERs

Knowing the Time (Phase 2)

Missing Expected Records (MER)

- 2 Main types
  - Student reported by you as continuing (19), then no further records
  - Student reported by you as transferring to another public or to unknown, but never showed up at any another District with same UIC
- CEPI only uses your exit codes when they can't verify

Knowing the Time (Phase 3)

GAD Exit Audit Update, Mid-October through Early December during GAD Audit Window.

- Changes made by your auditor *at your request*.
  - Changing an exit code for a current year exit when you only just found out the needed information.
  - Review Auditable Rates in GAD
  - Changing exit code info for students that exited prior to the most recent school year completed.
  - Providing documentation for audited records

Knowing the Time (Phase 4)

Embargoed GAD rates are made available for review late-January

- The time for updates has past, and you are no longer able to make changes
- Prep for release of rates to the public

Knowing the Time (Phase 4)

- Final Graduation & Dropout rates are submitted to USED in early February
  - The rates are made public around that date
- Final rates are published in MiSchoolData, not GAD

Knowing the Time

- CEPI Graduation Rate information is available at:
  http://www.michigan.gov/cepi/0,4546,7-113-986_50502_56418---,00.html

- Not yet updated for 2018/19.

- You will also find other useful resources to aid you as you reconcile your GAD rates on this web page…including…
  - District User Guide to Reporting & Reviewing GAD Information

Cracking the codes

- Learn what the cohort status codes mean…
  - Graduated (on- and off- track)
  - Continuing (on- and off- track)
  - Exempt
  - Dropout
  - Other Completers
  - MER (missing expected record)

Cracking the codes

- Learn the formula...

Graduated (all)
Divided by
Graduated (all) &
Continuing (all) &
Dropout &
Other Completers &
MER
Equals
Graduation Rate

Cracking the codes

- Learn the formula...

Dropouts & MER
Divided by
Graduated (all) &
Continuing (all) &
Dropout &
Other Completers &
MER
Equals
Dropout Rate

Cracking the codes

Dropout Rate & Graduation Rate

Does not Equal 100%

Cracking the codes

- Learn what the exit codes mean…is it a drop-out code, a graduation code, an exempt code…
- Tables from Grad Drop User Guide
- https://www.michigan.gov/documents/cepi/2012_MSDS_grad-drop_user_guide_400716_7.pdf
- Hard to find with Google ('Drag and Drop')
- 'Graduation rate user guide'

Exit Code	Exit Status Code Definition	Cohort Status Category*
01	Graduated from general education with a diploma	Graduated
02	Graduated from general education with diploma and applied to a degree-granting college/university	Graduated
03	Graduated from an alternative program with a diploma	Graduated
04	Graduated from general education and applied to a non-degree-granting institution	Graduated
05	Completed general education with an equivalency certificate (GED)	GED Completer
06	Completed general education with other certificate (e.g., certificate of attendance, district competency test)	Other Completers
07	Dropped out of school	Dropout
08	Enrolled in another district in Michigan	If not located in other district, Dropout; if located, apply exit code of other district
09	Moved out of state	Exempt
10	Expelled from the school district (no further services)	Dropout
11	Enlisted in military or Job Corps	Dropout
12	Deceased	Exempt
13	Incarcerated	If not located or not receiving services to be on track for a diploma, Dropout
14	Enrolled in home school. May also be used for students who withdraw from a district to attend an out-of-state cyber school or virtual school.	Exempt
15	Enrolled in nonpublic school. May also be used for students who withdraw from a district to attend a nonpublic in-state cyber school or virtual school.	Exempt
16	Unknown	Dropout
17	Placed in a recovery or rehabilitative program	Dropout
18	Left adult education	Dropout

Exit Code	Exit Status Code Definition	Cohort Status Category*
19	Expected to continue in the same school district	On-Track or Off-Track Continuing, depending on expected graduation year
20	Received special education certificate of completion and exited the kindergarten through 12th-grade (K-12) system	Other Completers
21	Special education - Reached maximum age and exited the K-12 system	Other Completers
40	Graduated from an early/middle college with a high school diploma AND an associate degree, advanced certificate, or up to 60 transferrable college credits	Graduated
41	Graduated from an early/middle college with only a high school diploma	Graduated
42	Graduated from another district	If not located in other district, Dropout; if located, apply exit code of other district

* All students in the cohort are searched for in subsequent collections, in other locations, despite their exit statuses. Only the final disposition counts towards cohort status.

Cracking the codes

Early Middle Colleges and Graduation rates

- *Enrollment in EMC moves student to NEXT cohort from where he started*
- *If entered HS in fall 2014:*
  - *Most students are on-track grade if graduated by June 2018*
  - *EMC – On-track if graduated with code 40 by June 2015*
- *Important that EVERY submission after enrollment in EMC*
  - *General Collections and ALL SRMs*
- *However, graduation (40 OR 41) is STILL grad, just on-track, Off-track*

Exit Status	Definition	Allowable Documentation
01, 02, 03, 04, 05, 06, 20, 21, 40, 41	Graduated or completed	• Official transcript or diploma. • Official alpha list of graduates/completers from the student management software, which includes pupil's name, UIC, date of birth and MSDS completion status; sorted by building, then by completion status, then by pupil's last name.
09	Moved out of state	• Request for student records from a receiving public or private high school or an educational program (that culminates in a regular high school diploma). • Written record of a response from an official in the receiving school or program acknowledging the student's enrollment. • For migrant pupils, documentation of student's out of state enrollment in the federal Migrant Student Information Exchange (MSIX). • Note: The USED has ruled that a conversation with a parent or neighbor of a student, for instance, is NOT considered official written documentation of a transfer. The one exception is that if a parent informs a school administrator that the family is leaving the country, the school administrator may document this conversation in writing and include it in the student's file.
12	Deceased	• Confirmation from student management software that student is listed as deceased in the software. • Obituary, other newspaper article. • Program from the funeral/memorial service. • Written statement from the parent or guardian. • Death certificate.
14	Enrolled in home school	• Written parental statement. • Pupil withdrawal form signed by the parent/guardian or qualified student indicating pupil is being home schooled. • Parental record request confirming pupil is homeschooled. • Statement by attendance officer (truancy officer) verifying that compulsory attendance requirements are met. • Note: The USED has ruled that a conversation with a parent or neighbor of a student, for instance, is NOT considered official written documentation of a transfer.

Exit Status	Definition	Allowable Documentation
15	Enrolled in nonpublic school	• Request for student records from a receiving public or private high school of an educational program (that culminates in a regular high school diploma). • Written record of a response from an official in the receiving school or program acknowledging the student's enrollment. • Note: The USED has ruled that a conversation with a parent or neighbor of a student, for instance, is NOT considered official written documentation of a transfer.

Cracking the codes

"Counts" before the student counts!

- *Using only the fall and spring Count days (EOY doesn't factor into this):*
  - *If a student has not been in the District for 1 count day, does not count in the District, ONLY at the State level*
  - *If the student has been reported in the District/school for only 1 count, then they only count at the District, not at the building*
  - *If the student is counted twice or more in a building, they are in the report for that building*

Making it work

- How to report students exiting to cyber/virtual schools:
  - *Determine whether the cyber/virtual school is in-state or out-of-state by searching for the school in the Educational Entity Master (EEM) at http://www.michigan.gov/eem. If the school does not exist in the EEM, it is considered an out-of-state school… report the student with District Exit Status code "14" (enrolled in home school)*
  - *If the cyber/virtual school does exist in the EEM, it is considered an in-state school, and it will be listed as either a public or nonpublic school. Exit the student with code "08" for public school, or "15" for nonpublic*

Making it work

- Keep your current school year data up to date through the SRM (Student Record Maintenance).
  - Share the detail of student exits that may be in the 'drop-out' categories with building administrators, they may want to follow up
  - When you receive a 'Request for Records' for a student that you have reported as a drop-out, EITHER:
    - submit an SRM record revising that drop-out code, or
    - Keep the request, and check MSDS after the next count to see if they used the same UIC

Making it work

- Prior to the GAD Appeals Window opening, You can start by looking at your EOY (End of Year) file. Are all of your graduating seniors coded properly?

  - Your EOY file is submitted at the end of the school year. Verify your data before you certify and save yourself some headaches at the beginning of the next school year!

  - Talk to the high school – Get a graduation program – who's on but not graduating? Who's off but is graduating?

Making it work

- Graduation rate appeals window mid-July through mid-September.

  - Begin reviewing grad rate summary reports ASAP. These reports are available in MSDS under 'Grad Cohorts'

    - Use the students lists to 'Link UIC' or 'Unlink UIC'

    - Double check lists of graduates – Do you have them all?

    - Continuing students – are they still with you?

    - Get help from the high school – use the appealable rates to 'motivate' your staff!

Making it work

- Graduation Rate Appeals window mid-July through mid-September.
  - MER (Missing Expected Record) students
    - VITAL TO CLEAN UP AS BEST AS POSSIBLE!
    - Talk to the schools (records requests)
    - Talk to friends/relatives still in area
    - Look on social media
    - Search for new UICs at another District in MSDS
    - Every student left on this list IS A DROPOUT

Making it work

- YOU can make changes to student detail in the SRM for the most recently completed school year through Mid-September for GAD updates.

- If changes are required for a student that was exited prior to the most recently completed school year, you must request your auditor to make the changes during the Exit Status Audit opening in October. "GAD Audit Window"

Making it work

- Review AT LEAST the 3 cohort lists which reflect the final outcomes of the GAD numbers, 4 year, 5 year & 6 year cohorts.

- If time allows, checking the 1, 2, and 3 year cohort lists for problems (MERs) will make future years easier

- Ensure that you have submitted your end-of-summer graduates if they were not reported in your EOY General Collection via SRM.
    - In order for students to be considered on-time graduates, the 'As of Date' and district exit date must be on or before August 31st.

Making it work

- If a student was mistakenly submitted as a graduate, submit an SRM record using an 'As of Date' that matches the exit date on the graduating record that was submitted in MSDS.

- Did somebody create a new UIC for one of your MER students? Submit any necessary UIC linking requests to CEPI.

Making it work

- If a student was placed in the wrong cohort, there MUST be corresponding submission records reporting the correct grade in at least one certified collection in MSDS.

- The same is true for PEPE change requests to CEPI, there must be records supporting the request for change. PEPE changes cannot be made for entities that have never reported the student.

- Graduation/Completer code corrections can only be made by the entity that submitted the original code.

Making it work

Don't make more work for yourself than you have to!

- Be aware of changes you can make that WON'T alter student's graduation status

- Example: changing 'expelled' to 'joined military' has no effect on Grad rates

- Use you limited time to get the best bang for your buck!

Acing the Audit

- State School Aid Act requires an audit of pupil exit statuses. MCL 388.1618(7)

- Auditors use the GAD Application for this audit during the Oct-Dec GAD Audit Window

- Sample 2% of Grads and Completer Codes

- Sample 5% of Exempt codes

- If error rate is above 5% have to pull an additional 10% until error rate is 5% or lower for all records reviewed

Acing the Audit

Submitting updates after appeals window closes

- Make sure you have the needed documentation

- Follow your ISD's processes/forms

- Don't use appeals window because you couldn't be bothered to do SRM
  - Remember, you have to REQUEST these changes

- Audit changes only effect Grad rates, not ongoing MSDS records

- Don't let them pile up

Final Points of Interest

- Beginning in January 2015, final graduation and dropout rates will ONLY be available for preview in the secure area of the MISchool Data Portal.

- If you do not currently have a secure login for MISchool Data Portal, contact your ISD technical or curriculum advisor to request one.
  - ISD contact list:
  - https://www.michigan.gov/documents/cepi/MISchool Data_ISDContacts_572230_7.pdf

Final Points of Interest

- Getting help...
  - CEPI Help Desk (517) 335-0505 x3
    - CEPI@michigan.gov

  - Your ISD auditor

  - Rob@mpaaa.org
    - (517) 853-1413