

GAD Audit Window

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MPAAA Fall 2023 Conference

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Objectives

- Codes and definitions
- Overview of the GAD cycle
- Preparing for a successful audit:
 - During the previous school year
 - During the appeals window
- Understanding reports
- Audit and best practices

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Codes and Definitions

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Codes and Definitions:

What is GAD?

GAD is the application used to review and audit graduation and dropout data.

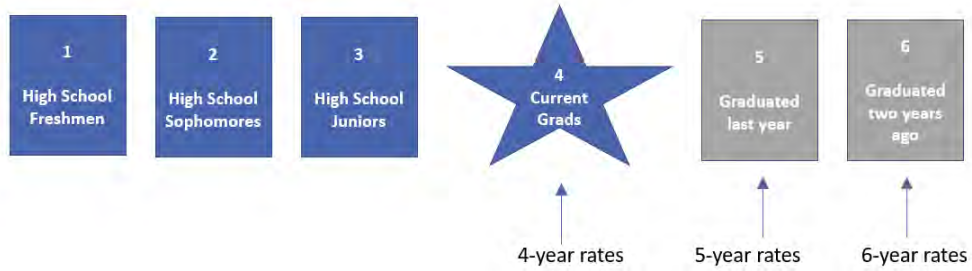
- Data in GAD flows from MSDS General Collections and SRM submission
- Initial data is from after EOY closeout
- Data refreshes at the Audit Window, including updates made in MSDS during the Appeals Window

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Codes and Definitions:

Which students are in GAD?

There are six cohorts active in GAD each year:



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Codes and Definitions:

- Calculating rates:

Four Year Rates:

On-Track Graduated
Selected Year Cohort Total

Equals
Graduation Rate

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Codes and Definitions:

- Calculating rates:

Five Year Rates:

$$\frac{\text{On-Track Graduated} + \text{Off-Track Graduated}}{\text{Previous Year Cohort Total}}$$

Equals Graduation Rate

Six Year Rates:

$$\frac{\text{On-Track Graduated} + \text{Off-Track Graduated} + \text{Off-Track +5 Graduated}}{\text{Two Years Previous Year Cohort Total}}$$

Equals Graduation Rate

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Codes and Definitions:

- Calculating rates:

$$\frac{\text{Dropouts \& MER}}{\text{Cohort Total}}$$

Equals
Dropout Rate

***Dropout Rate & Graduation Rate
Does not Equal 100%***

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Codes and Definitions:

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 prior to graduation	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 one of the following: 60 transferrable college credits, an Associate degree, credential, MEMCA certification, and/or acceptance into a registered apprenticeship	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.

Codes and Definitions

Cohort Statuses:

- **Graduated** (from YOUR district)
 - **01** Graduated from general education with a diploma
 - **02** Graduated from general education with diploma and applied to a degree-granting college/university
 - **03** Graduated from an alternative program with a diploma
 - **04** Graduated from general education and applied to a non-degree-granting institution
 - **40** Graduated from an early/middle college with a high school diploma AND one of the following: 60 transferrable college credits, an Associate degree, credential, MEMCA certification, and/or acceptance into a registered apprenticeship
 - **41** Graduated from an early/middle college with only a high school diploma

Codes and Definitions

Cohort Statuses:

- **Completers:**
 - **GED Completer:**
 - **05** Completed general education with an equivalency certificate (GED)
 - **Other Completers:**
 - **06** Completed general education with other certificate (e.g., certificate of attendance, district competency test)
 - **20** Received special education certificate of completion and exited the kindergarten through 12th grade (K12) system
 - **21** Special Education: Reached maximum age and exited the K-12 system

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Codes and Definitions

• Cohort Statuses:

- **Dropout:**
 - **07** Dropped out of school
 - **10** Expelled from the school district (no further services)
 - **11** Enlisted in military or Job Corps prior to graduation
 - **13** Adjudicated - the student is placed under jurisdiction of a juvenile or criminal justice authority.
 - **16** Unknown
 - **17** Placed in a recovery or rehabilitative program
 - **18** Left adult education

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Codes and Definitions

- **Cohort Statuses:**
- **Continuing:**
 - **19** Expected to continue in the same school district
 - On-Track Continuing
 - Off-Track Continuing
 - Actively enrolled and being reported

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Codes and Definitions

- **Cohort Statuses:**
- **Exempt:**
 - **09** Moved out of state
 - Also use for foreign exchange students that return prior to graduation
 - **12** Deceased
 - **14** Enrolled in home school
 - Enrolled in out-of-state cyber school or virtual school
 - **15** Enrolled in nonpublic school
 - Enrolled in a nonpublic in-state cyber school or virtual school
 - Enrolled in tribal school

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Codes and Definitions

- **Cohort Statuses:**
- **MER (Missing Expected Record):**
 - **08** Enrolled in another public school district in Michigan
 - Other district never reported the student as continuing
 - **19** Expected to continue in the same school district
 - Student is no longer enrolled and being reported
 - **42** Graduated from another district
 - Other district never reported the graduation

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Codes and Definitions

Residency:

- *Where a student lives doesn't affect their graduation – but the code used DOES!*
 - *Public school students ARE counted in Grad rates*
 - *Non-public and home-schooled students are NOT*

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Codes and Definitions

Non-resident:

Code	Description
01	Non-K-12 district
02	Section 105 school of choice (within same ISD)
03	Section 105c school of choice (outside contiguous ISD)
04	Nonpublic school student
05	No cooperative agreement, no release, not exempted
06	All other non-resident students
07	Home schooled non-resident

Resident:

Code	Description
08	Nonpublic school student
09	Section 24 juvenile detention facility
10	For new PSAs (fall only)
11	School for the deaf/blind
12	Section 6(4)(d) non-special education juvenile detention
13	Emotionally impaired special education students served by DHHS facility
14	All other resident students
15	Home-schooled resident

NOTE: ISDs under 91a with inter-district policy – follow your auditors guidance. If you have districts that follow inter-district policy and districts that opt out of inter-district policy as coding may be different.

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The GAD Cycle:

Preparing for a successful audit in each phase

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GAD Cycle Overview

Four phases of the cycle

1. Preceding school year
2. Appeals Window (Mid-July – Mid-September)
3. Audit Window (October – December)
4. Rates Release (February)

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Preparing for a Successful Audit: The Previous School Year

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Preparing for a Successful Audit: The Previous School Year

Report high quality data in your General & SRM Collections

- Run, review and save your MSDS reports
- Review your Data Quality notices and take appropriate action
- Fix errors with SRMs or CEPI assistance

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Preparing for a Successful Audit: The Previous School Year

+ Manuals

⊗ Help and Training

Running MSDS reports

- **MSDS Reports List**
 - Located on CEPI's MSDS webpage in the Help & Training library

- [31a Resources and Information](#)
- [EL Auto Exit FAQ](#)
- [English Learner Auto Exiting Webin](#)
- [English Learner Exit Reporting Guid](#)
- [Helpful Hints for Early Middle Collec](#)
- [MSDS Best Practices Reporting Gui](#)
- [MSDS District User Guide](#)
- [MSDS FAQs](#)
- [MSDS Report List](#)
- [Race and Ethnicity Reporting](#)

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Preparing for a Successful Audit: The Previous School Year

- Page 1 is sorted horizontally by topic and vertically by report location and collections available.
- Page 2 includes a description of each report as well as all fields included.

MDS Report List

Report Name	Report Location		Data Fields		Collection		Total
	State	Local	State	Local	State	Local	
Alpha Download	State	Local	Exit Stats	Date, Grade, Building, Residency	State	Local	1
Early Middle College Roster Report	State	Local	Award Information	Collection first reported as EMC	State	Local	1
...

Preparing for a Successful Audit: The Previous School Year

Helpful reports for Grad/Drop reporting:

- Alpha Download
 - Includes Exit Stats and Date, Grade, Building, Residency and Building Would Otherwise Attend
- Early Middle College Roster Report
 - Additional award information
 - Includes collection first reported as EMC

Preparing for a Successful Audit: The Previous School Year

MSDS EOY Grad/Drop Data Quality checks:

External DQ checks:

- DQMS1032 – 100% of 12th graders were reported as graduates
- DQMS1033 – Less than 50% of 12th graders were reported as graduates
- DQMS1034 – Zero graduates reported
- DQMS1036 – Amount of graduates changed by 10% or greater since last EOY

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Preparing for a Successful Audit: The Previous School Year

MSDS EOY Grad/Drop Data Quality checks:

Internal DQ checks:

- DQMS1039* – Student reported as graduating by more than one entity
- DQMS1506* – Student reported as graduating by one district and continuing by another
- DQMS2103 – Students in a future cohort year reported as graduated

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Preparing for a Successful Audit: The Previous School Year

- Be mindful:
 - Track ALL students, not just Seniors
 - Keep cohort in mind, not grade level
 - Watch your Program Participations such as EMC
- Communicate:
 - The keeper of the list of who is and isn't graduating
 - Administration
 - Those who may have information on 'Unknown' students

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Preparing for a Successful Audit: The SRM/GAD Appeals Window

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Preparing for a Successful Audit: The SRM/GAD Appeals Window

Graduation Rate Appeals Window

- Mid-July through Mid-September
 - Make updates to the previous year's data
 - Early August run and review rates reports in GAD
 - Verify exit statuses
 - Submit any cohort year change requests
 - Report late-summer-grads by 8/31/23

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Preparing for a Successful Audit: The SRM/GAD Appeals Window

- District users 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.

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Preparing for a Successful Audit: The SRM/GAD Appeals Window

Cohort year change requests:

- View request status

The screenshot shows the MSDS interface for 'Cohort Request Summary'. The left sidebar contains navigation options, with 'Manage Cohort Requests' highlighted in red. The main area has a 'Select your filter criteria...' section with fields for First Name, Last Name, Requested By, District, Building, Status, Request Date From, and Response Date From. The 'Status' dropdown menu is open, showing options: New, (All), New, Approved, and Denied. The 'New' option is selected. There are 'Filter' and 'Clear' buttons at the bottom right of the filter section.

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Preparing for a Successful Audit: The SRM/GAD Appeals Window

- **Inclusion of High School Equivalency (HSE) data from LEO**
 - Dropout and Missing Expected Record (MER) status
 - UIC match to completion record in LEO
 - Cohort status update to GED completer
 - Began with cohort 2021 cycle
 - Includes current cohort plus the two-prior yearly
 - Runs at the end of the Appeals Window
 - Not revisable by auditors



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Graduation Rate Appeals Window Checklist

Below is a checklist of suggested tasks that district users can perform during the Graduation Rate Appeals window to make sure the data used to calculate their graduation and dropout rates are as accurate as possible.

Suggested Graduation Rate Appeals Window tasks and instructions	
<input type="checkbox"/>	<p>1. Review and familiarize yourself with the Graduation and Dropout dates and deadlines.</p> <ul style="list-style-type: none"> • CEPI Graduation and Dropout Information web page • CEPI Master Calendar <p><i>Tip: It is important to understand when the review of cohort data ends. Once the review period ends, data are finalized and districts will not be able to appeal their graduation and dropout rates.</i></p>
<input type="checkbox"/>	<p>2. Review the Cohort Student List report for the current and previous two years in MSDS.</p> <ul style="list-style-type: none"> • Four-year, five-year and six-year rates will be calculated. • Use the Student Record Maintenance Collection to submit corrections or updates to a student exit status. <p>Note: Only your ISD auditor can make exit status updates for students who exited prior to the current school year, as these data have been previously audited. Submit proper documentation to your auditor (see Appendix D) and they will submit an audit finding when the GAD Application opens in October for the exit status audit.</p>
<input type="checkbox"/>	<p>3. Review the appealable graduation and dropout rates in the GAD application.</p> <ul style="list-style-type: none"> • Appealable rates show what the district's final graduation and dropout rates will be if no further changes are submitted. CEPI will send a notice when these appealable rates are available for review. <p><i>Tip: It is important to review the appealable rates. The reports will expose erroneous data (e.g., all twelfth graders reported as dropouts) or incorrect data (e.g., no graduates reported).</i></p>
<input type="checkbox"/>	<p>4. Confirm that graduates were reported in the EOY General Collection and verify that their exit statuses are correct.</p> <ul style="list-style-type: none"> • If your graduates were not submitted in the EOY Collection, submit them in the SRM Collection. • Report graduates by August 31 so they are considered "on-track." • Review your graduates for Early Middle College program participation. Submit any program additions or removals in the SRM Collection.

Suggested Graduation Rate Appeals Window tasks and instructions	
<input type="checkbox"/>	<p>5. Submit your end-of-summer graduates no later than the close of the Graduation Rate Appeals window.</p> <ul style="list-style-type: none"> • Use the SRM Collection to submit and certify the final dispositions of end-of-summer graduates. • Report graduates by August 31 so they are considered "on-track."
<input type="checkbox"/>	<p>6. Verify that the students reported as graduates during the EOY General Collection did, in fact, graduate.</p> <ul style="list-style-type: none"> • The MSDS will generate a field-level error if a student with a cohort status of Graduated is submitted with an exit status of Continuing in any future collection, by any district. • If any students in your district were misreported as graduates, please see the "Submitting Exit Status Corrections" section for instructions on how to correct these students.
<input type="checkbox"/>	<p>7. Review your Primary Education Providing Entity reports in the MSDS to ensure that data submitted in the EOY 2023 General Collection are correct.</p> <ul style="list-style-type: none"> • If the PEPE for a student is incorrect, contact CEPI Customer Support no later than the close of the Graduation Rate Appeals window to request a PEPE change. • Please note that there must be corresponding submission records to support the request. PEPE changes cannot be approved for entities that have never reported the student.
<input type="checkbox"/>	<p>8. Submit student Unique Identification Code linking requests in the MSDS.</p> <ul style="list-style-type: none"> • You may want to focus your efforts on finding multiple UICs for students with Missing Expected Report or Dropout cohort statuses. <p><i>Tip: You may want to search for variations in a student's name (including suffix), date of birth and gender.</i></p>
<input type="checkbox"/>	<p>9. Submit any necessary cohort year changes in the MSDS.</p> <ul style="list-style-type: none"> • If you reported a student with an incorrect grade during the 2022-2023 school year that placed the student in the wrong cohort year, there MUST be corresponding submission records to support the request (i.e., the student must be reported in the correct grade in at least one certified collection). <p><i>Tip #1: Only those students who have been incorrectly assigned to a cohort will be assigned to a different cohort year. Example - A student was misreported in the ninth grade. Student was actually an eighth grader.</i></p> <p><i>Tip #2: Students participating in an approved early/middle college program have their cohort year automatically increased by one year. If the student is reported as no longer participating, their cohort year will be automatically decreased by one year. Cohort Change Requests are not necessary.</i></p>

Suggested Graduation Rate Appeals Window tasks and instructions	
<input type="checkbox"/>	<p>10. If your district is a GED testing center, work with your GED coordinator to get a list of students from your district who may have tested, passed and obtained a GED. Ensure that those students have been submitted with exit status code "05" (GED Completer).</p>
<input type="checkbox"/>	<p>11. Focus your efforts on students with certain cohort status categories (MERs, Dropout and Off-Track Continuing).</p> <ul style="list-style-type: none"> • MERs and Dropouts: Look in your local student information system for an updated status that was not submitted to the MSDS. • Off-Track Continuing: Look in your local student information system. The student may have graduated but that status was entered in the previous school year and was not rolled into the new school year. <p><i>Tip #1: Review the student's CA-60. There may be documentation with information on the student's status (moved out of state, went to nonpublic school, etc.) that was not entered into your local student information system.</i></p> <p><i>Tip #2: If there was information in your local system or in the CA-60 stating that the student went to another school district, you may want to contact the district in question to determine what happened to the student.</i></p>
<input type="checkbox"/>	<p>12. Continue to download and review your cohort and PEPE reports in the MSDS.</p> <ul style="list-style-type: none"> • Cohort and PEPE data and reports are updated upon certification of the SRM Collection. • Ensure that corrections or updates submitted in the SRM Collection are reflected in the MSDS reports.

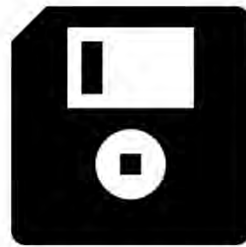
Understanding Reports

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Understanding Reports

- Run, save and review the:
 - MSDS Cohort Student List
 - GAD Cohort Report

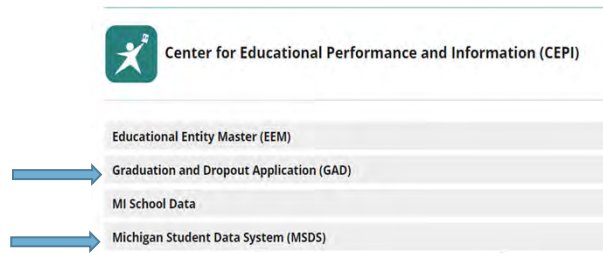
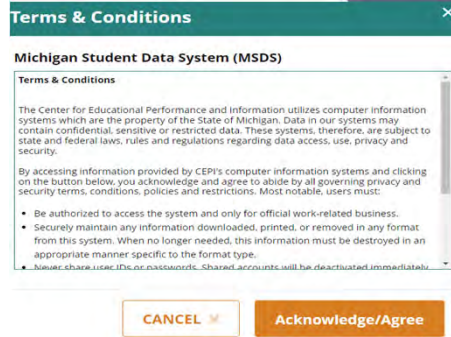
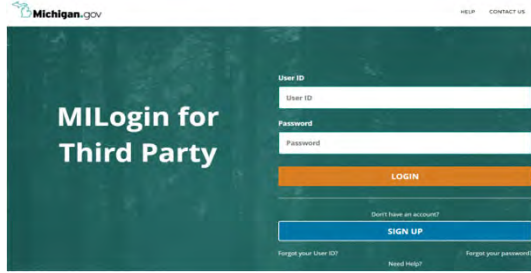
- Review Appealable/Auditable Rates:
 - GAD Graduation Rate Report



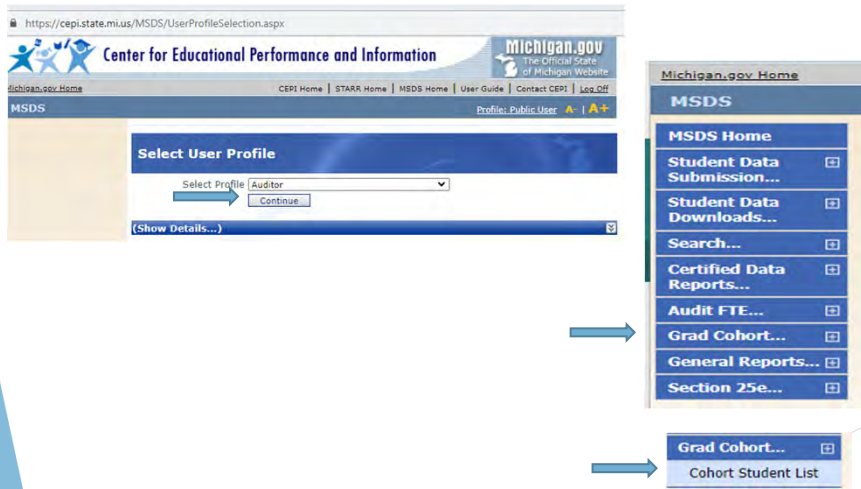
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Understanding Reports



Understanding Reports: *The MSDS Cohort Student List*



Understanding Reports: The MSDS Cohort Student List

Center for Educational Performance and Information
Michigan.gov

MSDS Cohort Summary by Year

#Cohort Year: 2020
*Select Entity: 2021
Last Name: First Name:
UIC: Cohort Status:
Exit Status: 2022 2023 2024 2025 2026
Submit

UIC	Last Name	First Name	Cohort Status	EGY	Exit	Exit Reason	Exit Date	Building	District
1111111111	Mickey		Exempt	2022	09	Moved out of state	6/10/2022 12:00 AM	Marquette Senior High School (02388)	Marquette Area Public Schools (52170)

Items per page: 10 Page: 1 of 1 Excel Export

A	B	C	D	E	F	G	H	I	J
1	Cohort List								
2	UIC	Last Name	First Name	Cohort Status	EGY	Exit Stat	Exit Reason	Exit Date	District
3	1111111111	Mickey		Exempt	2022	09	Moved out of state	6/10/2022 12:00 AM	Marquette Area Public Schools (52170)

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Understanding Reports: GAD Cohort Report

Reports

Cohort Report Lansing Public School District (33020) 2023 Excel View Report

Cohort Student Search Enter UIC Here View Report

Graduation Rate Report Lansing Public School District (33020) PDF View Report

- Cohort Status
- Name
- UIC
- Local ID
- Date of Birth
- Gender
- Residency
- FTE
- Last Cycle Updated
- Expected Graduation Date
- Enrollment Date
- Exit Date
- Exit Status
- LEP
- Migrant
- Student w/Disability
- Economically Disadvantaged
- Homeless
- Foster Care
- Race/Ethnicity
- Military Connected
- Early Middle College (EMC)
- EMC Additional Awards
- High School Equivalency (HSE)

+	Associate Degree Award	60 College Credit Award	Professional Certification Award	MEMCA Certificate Award	Registered Apprenticeship Award	High School Equivalency
Yes	Yes	No	No	No	No	No

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Understanding Reports: GAD Graduation Rate Report

The screenshot shows a 'Reports' section with three rows of filters. The first row is for 'Cohort Report' with a dropdown set to 'Lansing Public School District (33020)', a year dropdown set to '2023', and an 'Excel' button. The second row is for 'Cohort Student Search' with a text input field 'Enter UIC Here' and a 'View Report' button. The third row is for 'Graduation Rate Report' with a dropdown set to 'Lansing Public School District (33020)', a 'PDF' button (highlighted with a red box), and a 'View Report' button.

Fields included:

- 4, 5 and 6 year rates are each on their own separate page (PDF) or tab (Excel)
- Totals by cohort status
- Graduation rate
- Dropout rate

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2023 Cohort 4-Year, 2022 Cohort 5-Year and 2021 Cohort 6-Year Graduation Rate Report

" " Public Schools () Last Updated: 7/26/2023

Building	Cohort Status						Cohort	
	Cohort Total	On-Track Graduated	Dropped (Reported & MER)	Off-Track (Continuing & Graduated)	Other Completer (GED, etc.)	Graduation Rate	Dropout Rate	
District	110	86	15	5	4	78.18%	13.64%	
" " High School ()	110	86	15	5	4	78.18%	13.64%	

2023 Cohort 4-Year, 2022 Cohort 5-Year and 2021 Cohort 6-Year Graduation Rate Report

" " Public Schools () Last Updated: 7/26/2023

Building	Cohort Status						Cohort	
	Cohort Total	On-Track Graduated	Off-Track Graduated	Dropped (Reported & MER)	Off-Track Continuing	Other Completer (GED, etc.)	Graduation Rate	Dropout Rate
District	111	94	0	17	0	0	84.68%	15.32%
" " High School ()	111	94	0	17	0	0	84.68%	15.32%

2023 Cohort 4-Year, 2022 Cohort 5-Year and 2021 Cohort 6-Year Graduation Rate Report

" " Public Schools () Last Updated: 7/26/2023

Building	Cohort Status						Cohort	
	Cohort Total	On-Track Graduated	Off-Track Graduated	Dropped (Reported & MER)	Off-Track Continuing	Other Completer (GED, etc.)	Graduation Rate	Dropout Rate
District	108	73	3	32	0	0	70.37%	29.63%
" " High School ()	106	73	3	30	0	0	71.70%	28.30%

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Audit and Best Practices

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Submitting an Exit Status Change

22-23 GAD Exit Status Changes

Instructions: To request a change in exit status, complete the following information and attach a copy of one of the acceptable forms of documentation. If the documentation does not meet MDE requirements, the change will not be approved.

Submit documentation to: AUDITOR'S Name:
Subject: GAD Exit Code Change Request

NOTE: Complete only for changes that will impact the district's graduation/dropout rates. Do not complete for changes to codes 08, 10, 11, 13, 16-19 - since changing to one of these codes will not have an effect on district rates.

District: _____
 Building: _____
 Student Last Name: _____ First Name: _____
 Date of Birth _____ UIC _____

Current data in GAD: _____ Request data be changed to: _____

Exit code: _____
 Date exited: _____

"As of" date: _____ (Submission date the record was last recorded--Sept/Oct, Feb, or EOY)

ATTACH ACCEPTABLE DOCUMENTATION TO SUPPORT THE CHANGE REQUEST.

Form completed by: (print name): _____
 Telephone number: _____ Email address: _____

Submit form and documentation to: AUDIGOR no later than **November 17, 2023**

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Audit

- Auditor(s) send out a list or GAD Audit Packet to the district(s) that are up for a high school field audit in the current year (sample lists are compiled from prior years data)
- Our ISD sends a **packet** out electronically consisting of:
 - Cover email to district being audited
 - Audits of Graduation and Dropout Rates – **Exempt Codes**
 - List of students that have exited as sampled from GAD
 - Audits of Graduation and Dropout Rates – **Graduation /Completers** Exit Status Codes
 - List of students that have exited as graduates/completers
 - Appendix D – Acceptable Exit Status Documentation

This is the proof that the district must return back to an auditor for the samples that auditor is requesting the documentation for based on the Exempt Codes and the Graduation/Completer Codes

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➤ Cover email to district being audited

Good Morning,

Attached you will find a scanned GAD packet that I'm sending to you of the GAD auditing that needs to be completed for your district.

Districts/charters/PSAs that are scheduled for a high school building field audit, either in the fall or spring collection for 23/24, also have to have a GAD audit done for prior records to the 22/23 school year.

The GAD audit process is as follows:

- You receive the scanned GAD packet which has highlighted students for Graduates/Completers and Exempt Exit Codes. Depending on what the exit code is for the student(s) highlighted you will need to provide a copy of documentation for those exit codes using the "Acceptable Exit Status Documentation" that is attached in this packet.
- Auditors are required to sample 2% of Graduates/Completers for each Graduate exit code.
- Auditors are required to sample 5% of Exempt Exit codes for each Exempt exit code.
- For each exit code on the highlighted students in your packet you will need to use the "Acceptable Exit Status Documentation" guide to provide to the auditor, documentation for each exit code for the students highlighted in your packet (sampling -- look for the V on the left side which indicates the students being sampled for audit).
- Once you have the documentation for each of the samples, please send the packet back to me with the documentation via the Google shared drive.
- When the auditor receives the documentation back from the district/charters/PSAs, then auditor reviews the documentation and then goes into the GAD Audit and check marks off that the GAD audit has been sampled and audited and then the building is cleared for the GAD auditing process.

Attached is also a copy of the "Acceptable Exit Status Documentation" guide. NOTE: Graduation transcripts must be signed.

The GAD audit sampling and audits have to be completed by the CEPI December 1 deadline. **Please return your documentation to me by NOVEMBER 17, 2023**

Your help with getting these accomplished for your district/charter/PSA is much appreciated. If you have any questions, please feel free to contact me.

Thank you

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➤ Audits of Graduation and Dropout Rates – Exempt Codes
 □ List of students that have exited as sampled from GAD

DATE: October 16, 2023
 FROM: Amy J. Larson, Lead Pupil Accounting Auditor
 TO: "District Registrar"/Pupil Accounting (GAD)
 SUBJECT: Audits of Graduation and Dropout Rates – Exempt Codes

Section 18 (7) of the State School Aid Act requires an audit of pupil exit status and other pupil data used in calculating annual graduation and pupil dropout rates. Pupil membership auditors are required to conduct the GAD audit.

Attached is a list of students that have exited _____. For the students that have been highlighted, please provide the appropriate documentation for the exit status you have reported for the student. The exit code and exit date are noted for each student.

Please attach each student's acceptable documentation in alpha order to the list showing their name. Please send this to me via the shared drive by November 17, 2023.

Also attached is a list of "Acceptable Exit Status Documentation."

If you have any questions, please call me at (231) 922-6207 or e-mail me at alarson@northwested.org.

Thank you!

Audit and Best Practices:



Exit Code 40 (EMC Completer) and Additional Award

- Auditors may now update from 41 to 40 in GAD
- Additional Award required
- Additional Award is auditable

Showing 76 - 100 of 529 results << < 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 > >> View 25 records per page.

Sampled	Audited	Status	High School Equivalency	Cohort	Last Cycle Updated	Name	UIC	DOB	Gender	Grade	Local ID	Original Exit Code	Exit Date
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>		2023	Spring 2023			6/5/2004	F	12		40	12/18/2022

New Exit Code: 40, New Exit Date: 12/18/2022

Additional Award Selections:

- 01-Associate Degree
- 02-60 Transferrable Credits
- 03-Professional Certification
- 04-MEMCA Certificate
- 05-Registered Apprenticeship

Comments: [Text Area]

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Appendix D – Acceptable Exit Status Documentation

Exit Status	Definition	Allowable Documentation
01, 02, 03, 04, 05, 06, 20, 21, 40, 41	Graduated or completed	<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • 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.

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Resources

- CEPI's [Graduation and Dropout webpage](#)
- [District User Guide to Reporting and Reviewing Graduation and Dropout Information](#)
- [Graduation and Dropout Application Auditor Guide](#)
- [FAQs for Cohort Graduation and Dropout Rates](#)
- [Understanding Michigan's Cohort Graduation and Dropout Rates](#)
- MI School Data's [Graduation/Dropout Rate Report](#)

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Questions?

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