

The GAD Process

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MPAAA Fall 2024 Conference

Objectives

- Codes and definitions
- Overview of the GAD cycle
 - Previous school year
 - Appeals window
 - Understanding reports
 - Audit window
- Resources plus Q & A

Codes and Definitions

Codes and Definitions:

What is GAD?

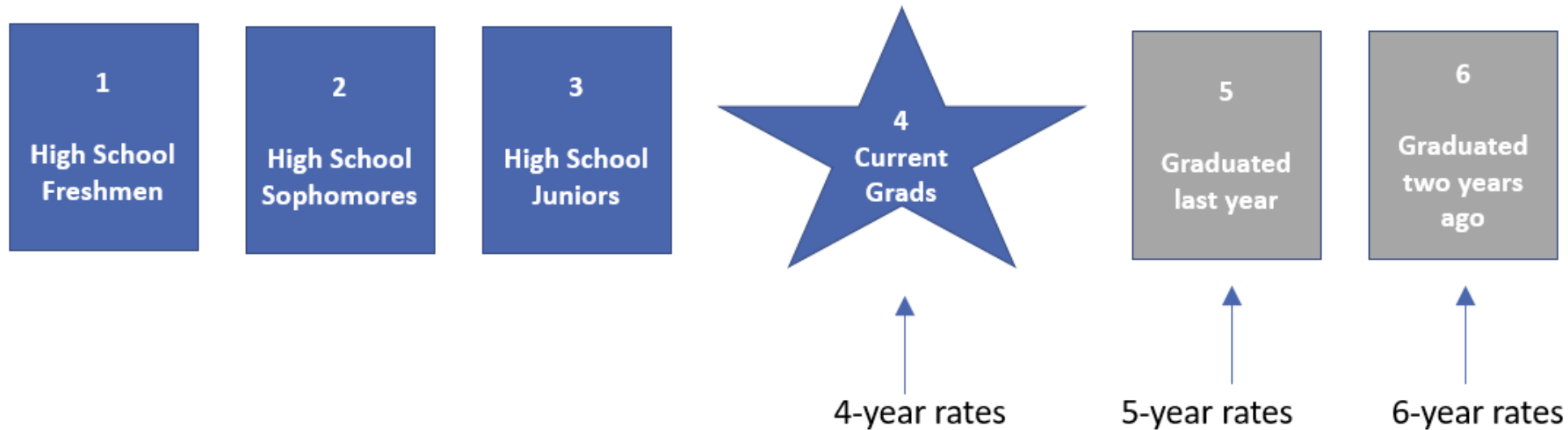
GAD is the application used to review and audit graduation and dropout data.

- 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

Codes and Definitions:

Which students are in GAD?

There are six cohorts active in GAD each year:



Codes and Definitions:

- Calculating rates:

On-Track Graduates + Off-Track Graduates
Selected Year Cohort Total

Equals
Graduation Rate

Codes and Definitions:

- Calculating rates:

Dropouts & MER
Cohort Total

Equals
Dropout Rate

Dropout Rate & Graduation Rate
Does not Equal 100%

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

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

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

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

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

The GAD Cycle:

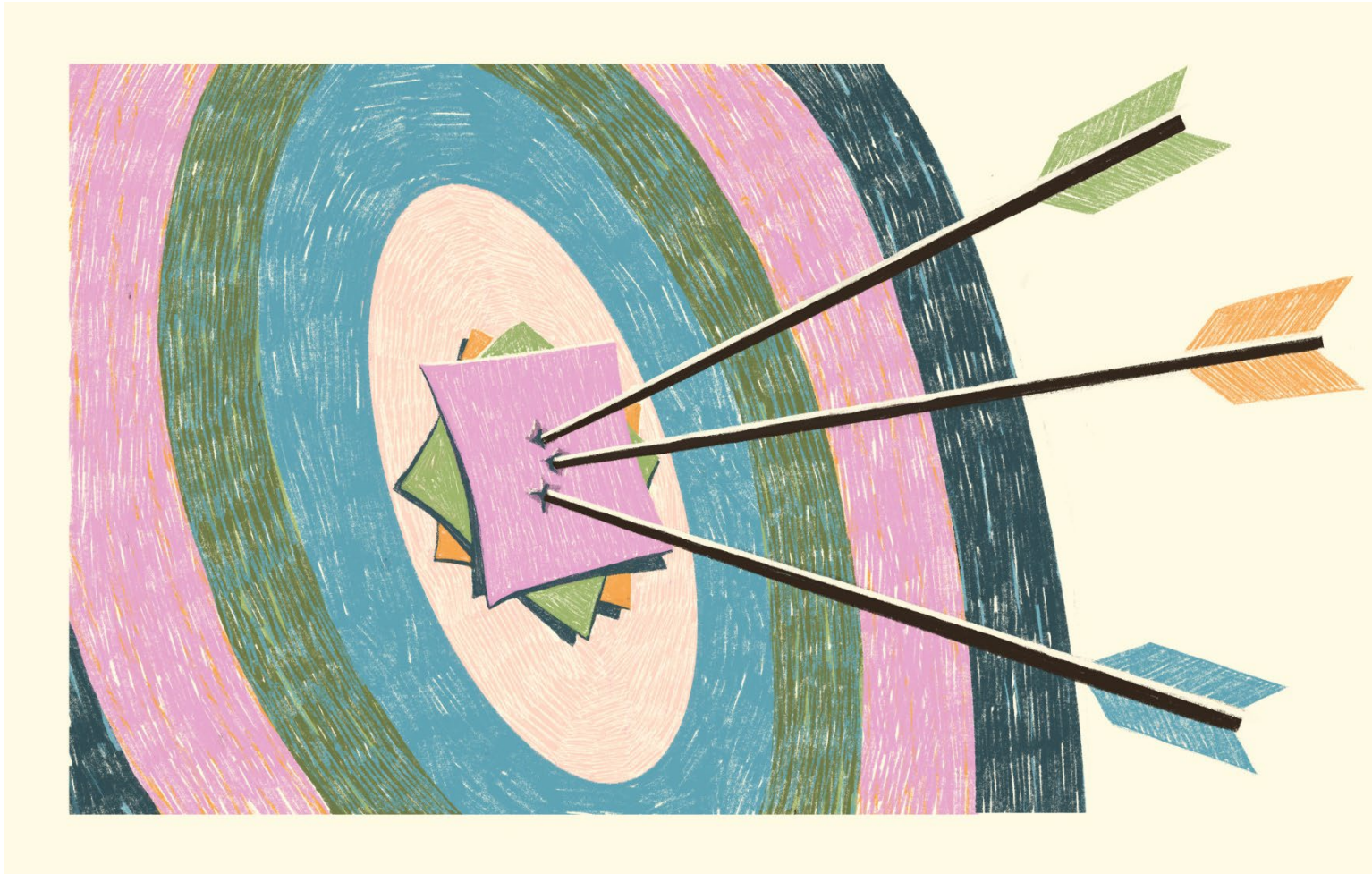
Best Practices in each phase

GAD Cycle Overview

Four phases of the cycle

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

The Previous School Year

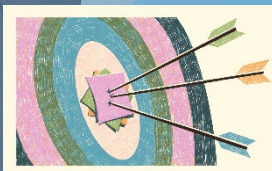


Accuracy

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 the General or SRM Collections or with CEPI assistance



The Previous School Year

Running MSDS reports

○ MSDS Reports List

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

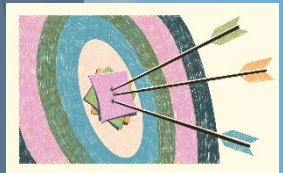
✖ Help and Training

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

MSDS Report List
Version 2.8 Revised 9/1/2023

	Report Name	Report Location						Collection					
		General		Grad	sect.2	Early Roster		General			Third	UIC	
		Audit	Certified	Reports	Cohort	€	Staging*	& N3 SR	EC	General	SRM		TSDL
Alpha Reports & Rosters	Alpha List (Pupil Membership)		X				X			X	X		
	Alpha List (Pupil Membership) with FTE > 0		X				X		X	X	X		
	UPDATED Alpha List for Download		X				X	X	X	X			X
	Cohort Student List				X								
	UPDATED Missing Student Report		X				X			X			
Audit & FTE	Newly Enrolled Students		X						X				
	Student Roster Report		X						X	X			
	Audit Status				X				X				
	DISAB1		X						X				
	UPDATED FTE Comparison Report		X						X				
Early Childhood & Early On	FTE Conflict Totals by District			X					X				
	FTE Summary		X				X				X		
	Section 23a Summary		X								X		
	Section 25 Summary Report					X					X		
	Student Count by FTE status		X				X		X	X			
Misc	UPDATED Teacher Credential Verification Report		X										
	Early Childhood Collections Status Report			X					X				
	Early Childhood Count by Fiscal Entity and Program		X				X		X				
	Early Childhood Gender/Race/Ethnicity		X				X		X				
	UPDATED Early Childhood Missing Child Report		X				X		X				
TSDL	PRATE Early Childhood Special Ed Assessment Dates		X				X		X	X			
	Early Childhood Special Ed Program Designation		X				X		X				
	UPDATED Early Childhood Student List		X				X		X				
	UPDATED Early On Assessment Roster		X				X		X				
	Early On Student Roster		X				X		X				
UIC	GSRP Counts by Fiscal Entity and Program		X						X				
	GSRP Reporting Period Summary		X				X		X				
	UPDATED Initial IFSP Report		X				X		X				
	Direct Certification Download Status			X									
	Direct Certification Student Status			X					X	X	X		
UIC	UPDATED Economically Disadvantaged Students		X						X	X	X		
	List of Users, Roles, Functions			X									
	User Entity Permissions			X									
	Discipline and Consequences Summary		X				X		X				
	UPDATED District Special Education Report		X				X		X	X			
UIC	UPDATED District Special Education Report for Download		X				X		X	X			
	NEW Early Middle College Roster Report		X				X		X	X			
	Exit Status Count		X				X		X	X			
	Gender/Race/Ethnicity Count		X				X		X				
	Grade or Sitting with Age Data		X				X		X	X			
UIC	Homeless Student Summary		X				X		X	X			
	UPDATED Initial IEP Report		X				X		X	X			
	UPDATED Missing LEP and Special Education Data		X				X		X				
	Primary Disability Count		X				X		X				
	Program Participation Count		X				X		X	X			
UIC	Residency Status Count		X				X		X	X			
	Special Education Child Count FEPE Report		X				X		X				
	Student Count by Grade or Sitting		X				X		X	X			
	UPDATED Student Count by Primary Ed Sitting		X				X		X	X			
	NEW Third Grade Retention Missing Student Report											X	
UIC	UPDATED General TSDL Missing Student Report		X				X				X		
	Migrant Student List		X				X				X		
	TSDL Student Roster			X							X		
	TSDL Students Not Previously Reported		X				X				X		
	Duplicate UIC Report			X			X		X				
UIC	List of Changed UICs			X			X	X	X	X	X	X	X
	List of New UICs Created			X			X	X	X	X	X	X	X
	List of Possible Matches			X			X	X	X	X	X	X	X
	List of Resolved UICs			X			X	X	X	X	X	X	X
	List of Unresolved Possible Matches			X			X	X	X	X	X	X	X
UIC	UIC Resolution Detail			X			X	X	X	X	X	X	X
	UIC Resolution Summary			X			X	X	X	X	X	X	X
	UIC Resolver List			X			X	X	X	X	X	X	X
	Collection Status Report			X				X	X	X	X	X	X
	Staging Summary			X			X	X	X	X	X	X	X
Verification & Status	Validation Detail			X			X	X	X	X	X	X	X
	Validation Summary			X			X	X	X	X	X	X	X

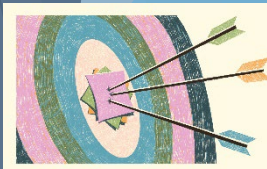
*Please note: Once a district has certified their collection, Staging reports will no longer display data. The report must be run from the Certified report menu.



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
- **Cohort Student List**
 - Groups students by cohort and refreshes after each submission
- **Early Middle College Roster Report**
 - Additional award information
 - Includes collection first reported as EMC
- **Program Participation Report**
 - Use drill-down format for reviewing populations, particularly EMC

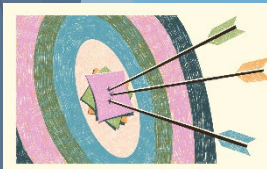


The Previous School Year

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



The SRM/GAD Appeals Window



Redemption

The SRM/GAD Appeals Window

Graduation Rate Appeals Window

- Mid-July through Mid-September
 - Early August run and review cohorts & rates reports in GAD
 - Make corrections to the previous year's data via SRM
 - Submit any cohort year change requests
 - Report late-summer-grads
 - Compile audit finding requests for your auditor



The SRM/GAD Appeals Window

- **District users** can make changes to student details **using a 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 **Audit Window** opening in October.



The SRM/GAD Appeals Window

Data Quality checks:

- DQGA1504 – Difference Between Current Year And Prior Year Grad Rates is 15% Or Greater
- DQGA1505 – Unexpected Grade For Cohort Year
- DQGA1501, 1502 & 1503 – Less Than 10% Grad Rate
- DQGA1507 – 12th Grade Grads Low Percentage (less than 50% graduated in EOY - *internal*)



The SRM/GAD Appeals Window

If a student was mistakenly graduated during the previous year, ungraduate the student:

Submit a SRM with:

- Exit Status Code 19 (continuing)
- As of Date = Exit Date of the erroneous graduation submission



The SRM/GAD Appeals Window

- Graduate your 'late' summer grads:
 - Exit date must be by August 31 to be On-Track



The SRM/GAD Appeals Window

Cohort year change requests:

- Use to correct reporting errors
- Submit in Student History
- Detailed Justification

Student History

Name: [Redacted] UIC: [Redacted]
Gender: F Date of Birth: 11/26/2003 Cohort Status: On-Track Graduated
Secondary UICs: [Redacted]
Last Updated: Student Record Maintenance 2021-2022 PEPE District: Allendale Public Schools (70040)
Orig. Cohort Year: 2022 PEPE Building: Allendale High School (05889)
Cohort Year: 2022
Exp. Grad Year: 2022

Action: Request to Link [Go] [Back]

Collection	D	Name	Middle Name	Date Of Bir
General	AI	[Redacted]		11/26/2003
Teacher	PI	[Redacted]		
Student	SI	[Redacted]		

Request to Link
Request to Link
Request PEPE Change
Split Student Record
Cohort Change Request
Reprocess Student PEPE and Cohort

Request a Cohort Change

First Name [Redacted]
Last Name [Redacted]
UIC [Redacted]
Date of Birth 11/26/2003
Gender F
PEPE District Allendale Public Schools (70040)
Current Cohort Year 2022
Current Cohort Status On-Track Graduated

*Requested Cohort Year

Requested Cohort Status On-Track Graduated

*Justification

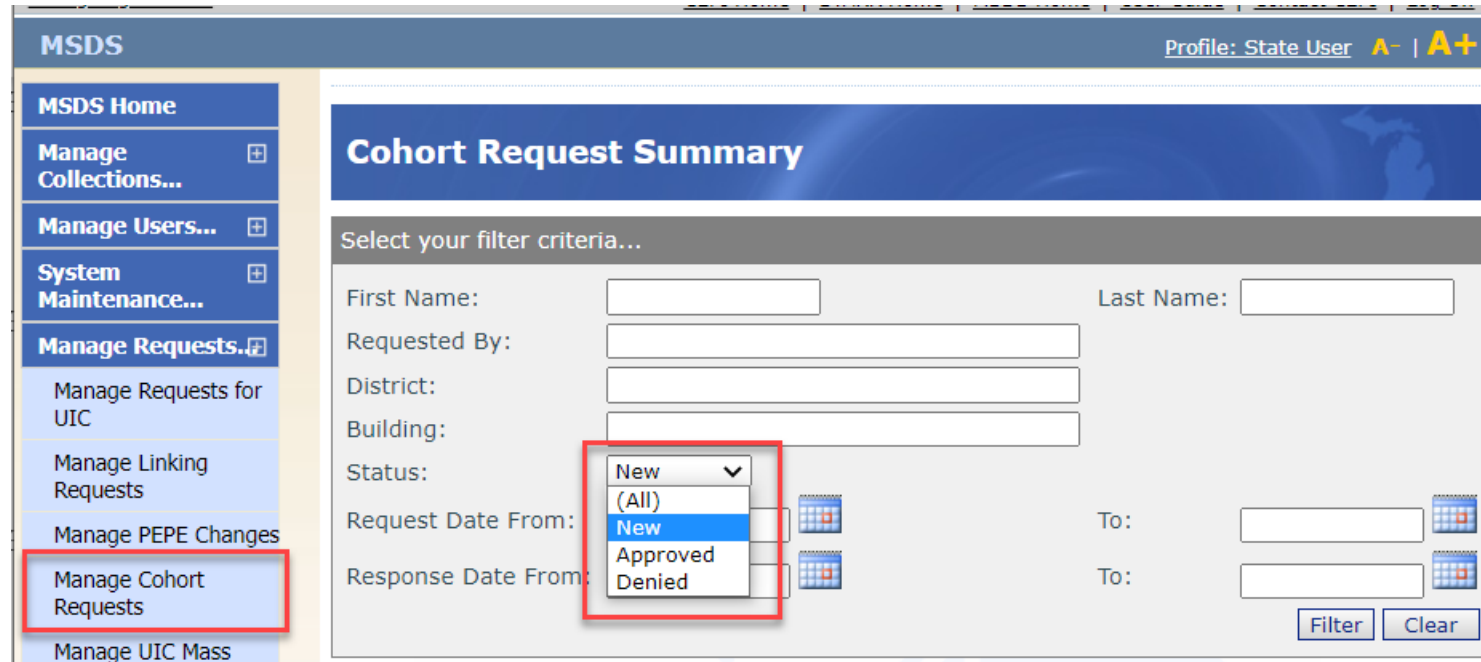
Submit Request Cancel



The SRM/GAD Appeals Window

Cohort year change requests:

- View request status



The screenshot displays the MSDS interface for viewing cohort request status. The left sidebar contains navigation options, with "Manage Cohort Requests" highlighted in a red box. The main content area is titled "Cohort Request Summary" and features a filter criteria section. The filter criteria include 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 highlighted in blue. There are also date pickers for Request Date From, To, and Response Date From, To, and Filter and Clear buttons at the bottom right.

MSDS Profile: State User A- | A+

Cohort Request Summary

Select your filter criteria...

First Name: Last Name:

Requested By:

District:

Building:

Status:

Request Date From: To:

Response Date From: To:



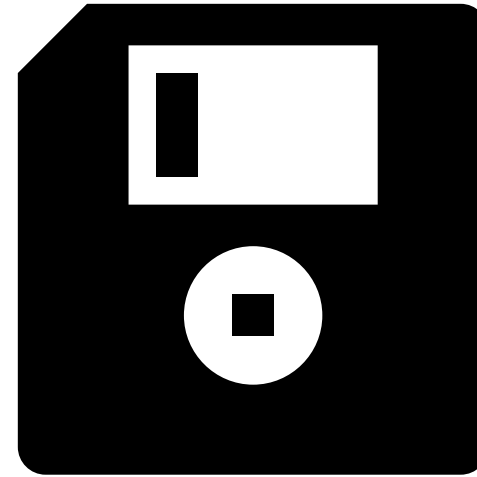
Understanding Reports



Review

Understanding Reports

- Run, save and review the:
 - MSDS Cohort Student List
 - GAD Cohort Report
- Review Appealable/Auditable Rates:
 - GAD Graduation Rate Report



Understanding Reports:

The MSDS Cohort Student List

Center for Educational Performance and Information | Michigan.gov | The Official State of Michigan Website

MSDS | Profile: Cert, Grad/Drop, QR, UIC, SNE & Uploader Test | A- | A+

Cohort Summary by Year

*Cohort Year: 2020 (selected)
 *Select Entity: []
 Last Name: [] First Name: []
 UIC: [] Cohort Status: []
 Exit Status: []
 Submit

UIC	Last Name	First Name	Cohort Status	EGY	Exit	Exit Reason	Exit Date	Building	District
			On-Track Continuing	2023	19	Expected to continue in the same school district		Marquette Senior High School (02389)	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	LastName	FirstName	CohortStatus	EGY	ExitStat	ExitReason	ExitDate	District	Building
3	1111111111	Mouse	Mickey	Exempt	2022	09	Moved out of stat	6/10/2022 12:00 AM	Marquette Area Public Schools (52170)	Marquette Senior High School



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



Understanding Reports:

GAD Graduation Rate Report

Reports				
Cohort Report	<input type="text" value="Lansing Public School District (33020)"/>	<input type="text" value="2023"/>	<input type="text" value="Excel"/>	<input type="button" value="View Report"/>
Cohort Student Search	<input type="text" value="Enter UIC Here"/>			<input type="button" value="View Report"/>
Graduation Rate Report	<input type="text" value="Lansing Public School District (33020)"/>	<input type="text" value="PDF"/>		<input type="button" value="View Report"/>

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



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

" " Public Schools ()

Last Updated: 7/26/2023

2023 Cohort 4-Year Rates	Cohort Status					Cohort	
Building	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

2022 Cohort 5-Year Rates	Cohort Status					Cohort		
Building	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

2021 Cohort 6-Year Rates	Cohort Status					Cohort		
Building	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%



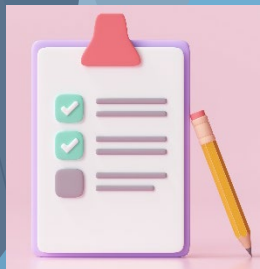
The Audit Window



Verify

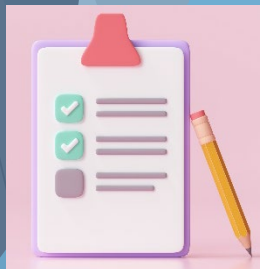
The Audit Window

- Run, review and save GAD reports
- Submit findings requests to the auditor
- Audit sampling
 - 2% of each graduate/completer exit code
 - 5% of each exempt exit code



The Audit Window

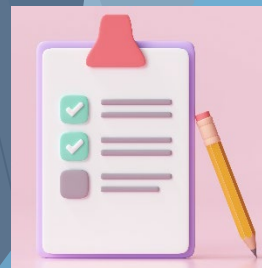
- Audit packet could consist of:
 - Cover email to district being audited
 - When the requested documentation is due
 - The UICs included in the sampling
 - Appendix D – Acceptable Exit Status Documentation



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.



The Audit Window

Findings

- Exit Code
- Exit Date
- Additional Award is auditable (required for exit 40)
- Comments

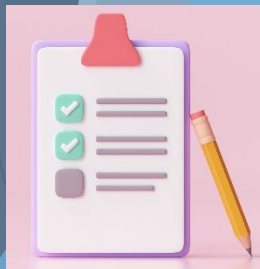
Showing 76 - 100 of 529 results << ≤ 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 > >> View 25 records per page.

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="radio"/>	<input type="checkbox"/>	2023	Spring 2023			6/5/2004	F	12		40	12/18/2022

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

Comments:

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



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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