Student Enrollment Graduation Review Toolkit

Version 1.2

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Introduction

Graduation rates are an outcome indicator of how well high schools support all students in graduating with a diploma. Recognizing that high school graduation is an essential milestone, Oklahoma's long-term goal is to be among the top ten states for students graduating in the four, five, and six- year cohorts. The state will reach this goal when 90% of our students across all student groups graduate. Graduating from high school enables students to choose a future path – whether at a two- or four-year college, technical school, workforce training program, or military – that aligns with their talents and passions.

Data reviewed during the **Enrollment Graduation Data Review** window helps us to:

- Ask questions to gauge how well strategies are working to support all students in earning a diploma in four, five or six years.
- Make connections with site-level data and data from other indicators.
- Gauge the effectiveness of policies and practices in place and identify what may need Improvement and what is working well.

In addition, data verified through the Enrollment Graduation Data Review window will be used to calculate the four, five, and six-year adjusted cohort graduation rates (ACGRs) that will be displayed on the Oklahoma School Report Cards at Oklaschools.com for the corresponding reporting year. As a reminder, publicly reported graduation data is lagged by one year. This means that the current school year graduation data will be reported on the following school year's Report Card.

Pursuant to OAC 210:10-13-18(c)(6), the Enrollment Graduation Data Review window, facilitated through the Accountability Reporting Application in Single Sign-On, will allow schools to:

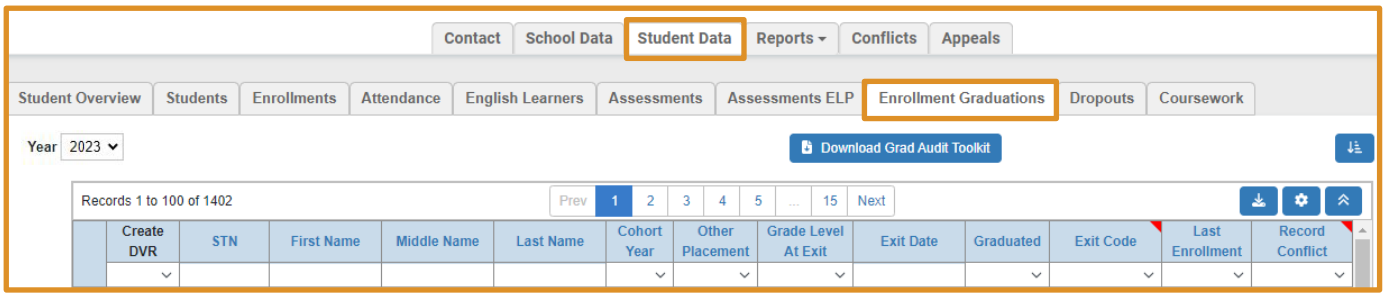
- Review graduation records specific to the 4-year, 5-year and 6-year adjusted cohort rates.
- Use the Data Verification Request (DVR) process to submit appeals to update exit codes of those students whose known status has changed since certifying your ASR. If the current graduation status is correct, no action is necessary.

Important note: To ensure timely and accurate reporting, all appeals requesting a student's removal from the cohort must be accompanied by supporting documentation. Schools will be required to submit the supporting documentation they have maintained at the school pursuant to federal law and OAC 210:35-3-47. This requirement is covered further in the Documentation section of this toolkit.

Accessing the Enrollment Graduation Records to Review

The Enrollment Graduation records to review for this window can be accessed by signing into your Single Sign-On account and choosing Accountability Reporting.

From Accountability Reporting, click on **Student Data** and then choose **Enrollment Graduations.** If you are a district user, you will first need to choose a high school.



This will open a table that displays the graduation status for all students who have an enrollment graduation record at your site for the 4-year, 5-year, and 6-year adjusted cohorts.

Features in the table include:

- **Create DVR** allows you to see which records are eligible for a Graduation DVR, indicated by + DVR , or have an existing DVR as indicated by a gavel . Hovering over the gavel allows you to see the status of the existing request. Clicking on the gavel takes you to the appeal record so that you can monitor progress and see the resolution.
- **Cohort Year** allows you to filter and identify students in each of your adjusted cohorts.
- **STN** allows you to sort or filter by STN. If you click on a specific STN, you can access additional historical longitudinal data for that student including enrollment and attendance records for each year that the student has been enrolled in a public Oklahoma school.
- **Last Enrollment** displays the school year of the student's most recent enrollment. Clicking on this allows you to open a window that displays details about the student's last enrollment. Click the to close the window and return to your Enrollment Graduation table.
- **Record Conflicts** when filtered for "required" will allow you to identify which students have an exit code conflict requiring action. Students that have an exit code indicating they **transferred out** 01907-01915, 01919 & 03508, **emigrated** 01916, or **passed away** 73064, which must also have an exit type other code of 73064 (died) or 73065 (permanently incapacitated), will have a required conflict if they have not already been addressed through a DVR. See also page 13

How to Complete the Student Enrollment Graduation Review

1. Resolve All Active Conflicts

Active conflicts will be identified by an orange box around the value that is generating the conflict and indicated in the **Record Conflict** column under the **Enrollment Graduations** tab. During the Student Enrollment Graduation Review window, you may encounter exit code conflicts and STN conflicts which are required to be resolved during this window through the DVR process.

Exit Code Conflicts

- **Students who transferred out of state, private school, emigrated, or passed away**
  - These conflicts require documentation to resolve. Proper documentation includes requests for records, withdrawal forms, foreign exchange documents, and obituaries. Please see further information on appropriate documentation on page 8.
- **Students who transfer to a public school within Oklahoma**
  - These conflicts occur because the student either never enrolled in the requesting school or they enrolled under another STN. If the student never enrolled in the requesting school and has no further enrollment in the state, then they will be considered a dropout.
    - To resolve this conflict, please obtain a verification of enrollment from the receiving school to verify that the student enrolled there. Next, create a DVR that includes the documentation and the student's duplicate STN so the Office of Accountability can merge the two records.
- **Students who have a final exit code with a subsequent enrollment**
  - With the exception of students pursuing the Alt-Std diploma, 01921 (graduated) is not a valid exit code when the student has a subsequent enrollment. A student cannot be considered a graduate until they complete all credits and is no longer receiving services from the school.
    - To resolve this conflict, the exit code will need to be updated according to the student's particular situation (01927, 01928, 03505, 73062 etc.). In the DVR, an explanation can be provided in the message box clarifying the student's status.
- **Students who have a blank exit code**
  - All enrollments require an exit code and exit date to be considered complete even if the student is re-enrolling at your site the next year.
    - To resolve this conflict, the student's enrollment record will need to be updated with the correct exit code and exit date. Appropriate documentation will need to be provided if the exit code is being updated for cohort removal.

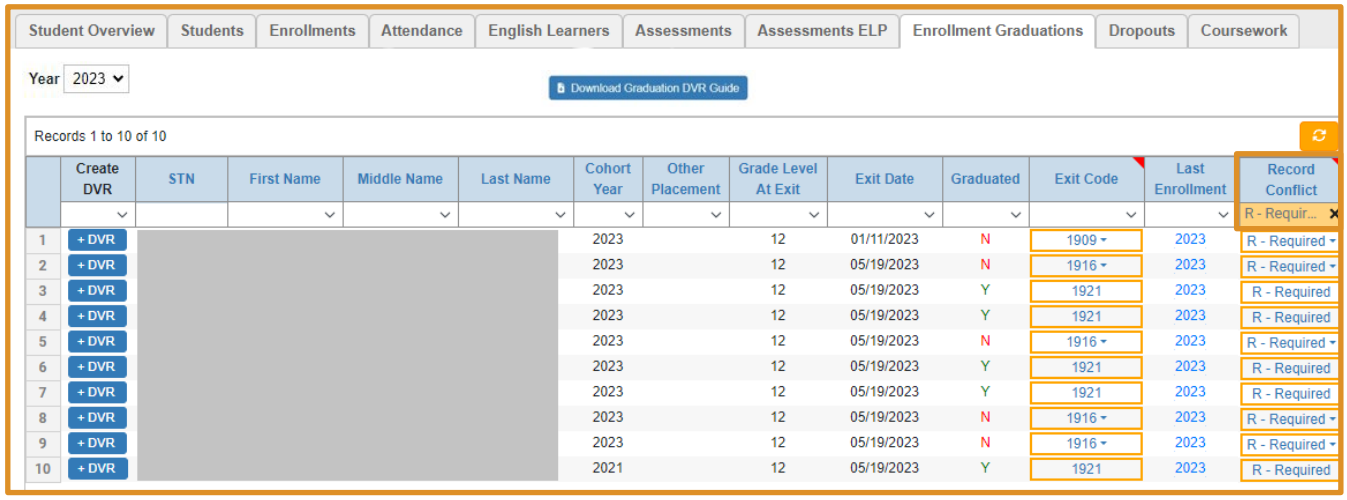
Important Note: All unresolved exit code conflicts by the end of the review window will be defaulted to 01927 (exited mid-year) or 03505 (exited end-of-year). These students will count as non-graduates.

STN Conflicts

These conflicts arise because the student has more than one STN, but these STNs are not yet mapped in the State Certification App. Please contact the Office of Data and Information Systems to resolve this by emailing Studentdatainfo@sde.ok.gov.

Resolving Conflicts

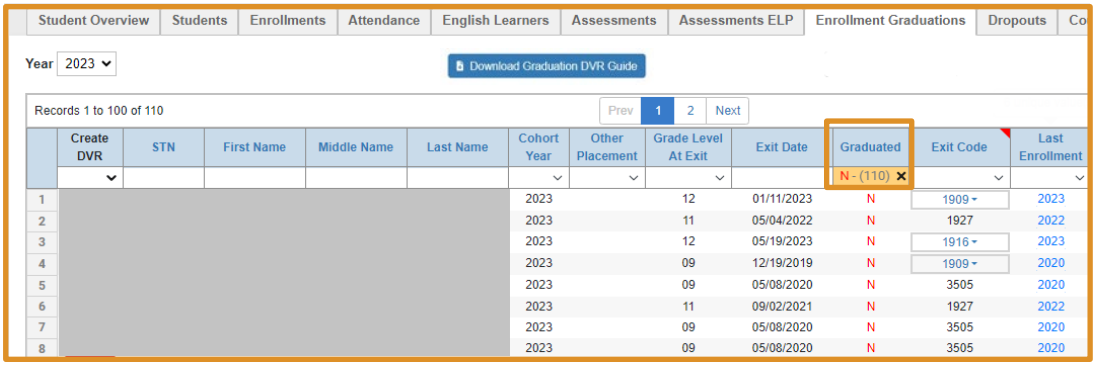
Filter the **Record Conflict** column to **Required** and click on the orange conflict box under the **Record Conflict** column. You can also click on the orange conflict box surrounding the data that is generating the conflict – both will take you to the same place.



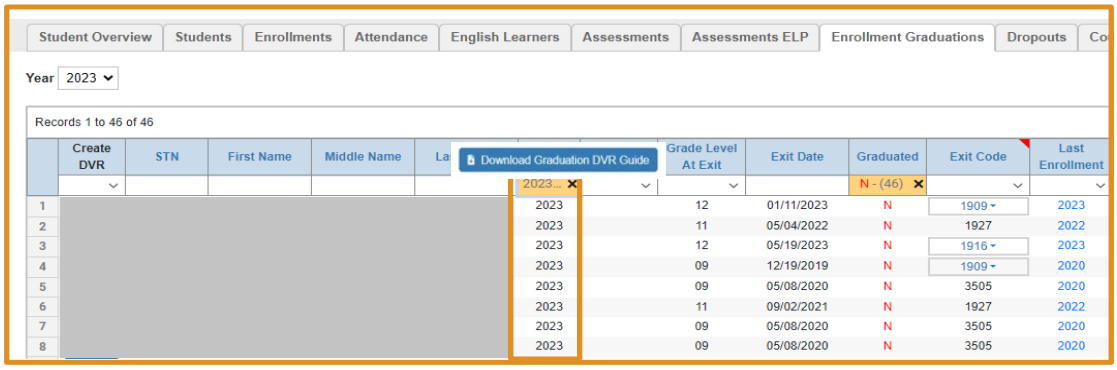
From here, you can upload documentation, type, and send a message, and propose changes to the student's record. For further instruction on this process, please follow the DVR submission steps outlined in the Submitting a Data Verification Request section of this toolkit.

2. Review Remaining Non-Graduates in Your 4Y, 5Y and 6Y Adjusted Cohorts

After resolving all your conflicts, filter the **Graduated** column to **N**. Doing so allows you to review enrollment graduation records for students identified as non-graduates in your school's graduation cohort for the current reporting school year.



Review each record to determine if the exit code correctly reflects the status of the student. You can filter records by **Cohort Year** or **Exit Code** if you choose. Below, we filtered by **Cohort Year** to show the non-graduates by cohort:



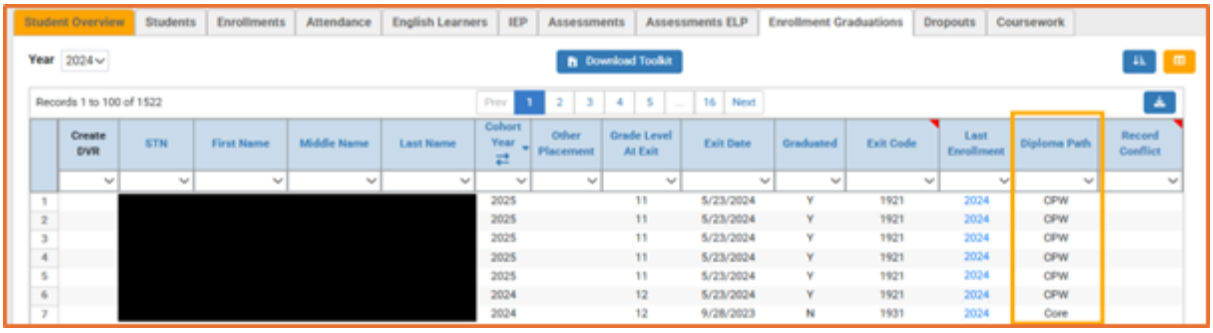
	Create DVR	STN	First Name	Middle Name	La	Cohort Year	Grade Level At Exit	Exit Date	Graduated	Exit Code	Last Enrollment
1						2023	12	01/11/2023	N	1909	2023
2						2023	11	05/04/2022	N	1927	2022
3						2023	12	05/19/2023	N	1916	2023
4						2023	09	12/19/2019	N	1909	2020
5						2023	09	05/08/2020	N	3505	2020
6						2023	11	09/02/2021	N	1927	2022
7						2023	09	05/08/2020	N	3505	2020
8						2023	09	05/08/2020	N	3505	2020

The **Exit Code** column displays the exit code of the students' most recent enrollment. Students who have an exit code of 01922, 01926, 01927, 01928, 01931, 03502, or 03505 (without subsequent enrollment) will be counted as dropouts during the Dropout Reporting window.

- If these exit codes **<u>are correct</u>**, you do not need to do anything.
- If the student graduated over the Summer or the school received documentation that the student passed away, emigrated, or transferred after their last known status was certified in the ASR or a previous dropout window, a DVR is needed to update the record.
- If there is an orange gavel in the **Create DVR** column, a DVR has already been submitted and is pending review by OSDE. In this situation, there is no need to create another DVR for that student.
- For enrollment records prior to SY2025, four-digit exit codes are displayed. For SY2025 and beyond, appropriate five-digit exit codes are required. See table on page 13.

Review Diploma Pathways

Beginning with the SY2026 Report Card that will utilize SY2025 graduation data, only students graduating with a diploma preparing them to enter both college and careers, i.e., Oklahoma's College Prep/Work Ready pathway (CPW), may be included in federal graduation rate reports. This means that Core pathway graduates will be excluded from the numerator yet remain in the denominator. It is important that you ensure the correct diploma pathway is being sent for each student beginning with cohort year 2025 students. The diploma path value can be located on Enrollment Graduations tab.



	Create DVR	STN	First Name	Middle Name	Last Name	Cohort Year	Other Placement	Grade Level At Exit	Exit Date	Graduated	Exit Code	Last Enrollment	Diploma Path	Record Conflict
1						2025		11	5/23/2024	Y	1921	2024	CPW	
2						2025		11	5/23/2024	Y	1921	2024	CPW	
3						2025		11	5/23/2024	Y	1921	2024	CPW	
4						2025		11	5/23/2024	Y	1921	2024	CPW	
5						2025		11	5/23/2024	Y	1921	2024	CPW	
6						2024		12	5/23/2024	Y	1921	2024	CPW	
7						2024		12	9/28/2023	N	1931	2024	Core	

Documentation

For a student to be removed from their cohort, documentation maintained at the school, pursuant to OAC§ 210:35-3-47 and as required by the Office of the State Auditor and Inspector, must be provided to corroborate the student's exit from your site and intent to re-enroll in a different diploma issuing institution. Documentation must include the student's name, transfer date, and name of the school the student is re-enrolling in.

Inappropriate documentation includes:

- Student Information System (SIS) screenshots
- Withdrawal form without stating where the student is re-enrolling
- Excel spreadsheets
- Microsoft Word documents or similar that doesn't have verifiable information

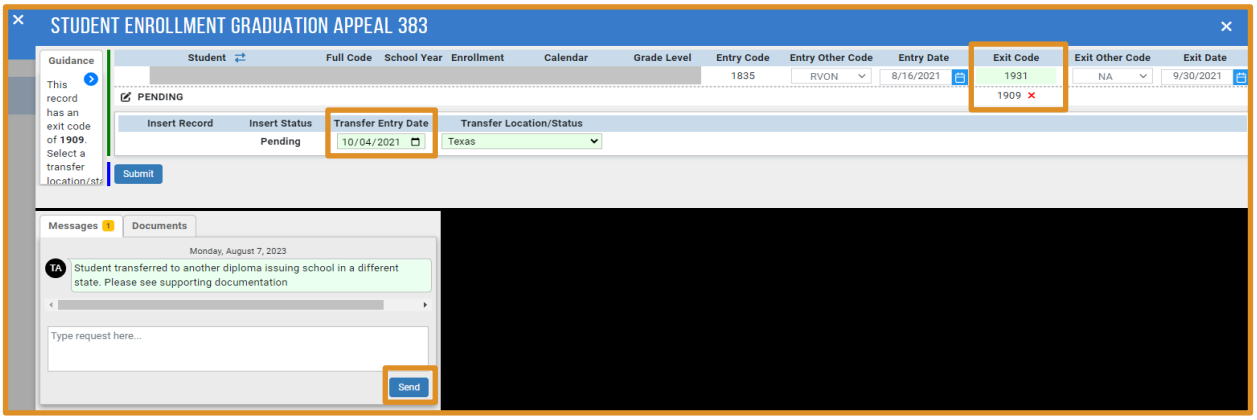
Appropriate documentation includes:

- Records request from the receiving school
- Withdrawal form specifically stating where the student re-enrolled; signed/ dated by parent
- Official foreign exchange program documents
- Military records or orders
- Obituaries
- Email communication with the receiving school showing enrollment verification/date of entry, school address, and student birth date & full name
- Fax cover sheet with date showing records were sent to requesting school

Submitting a Data Verification Request

1. Click + DVR to begin creating a request for a specific student.

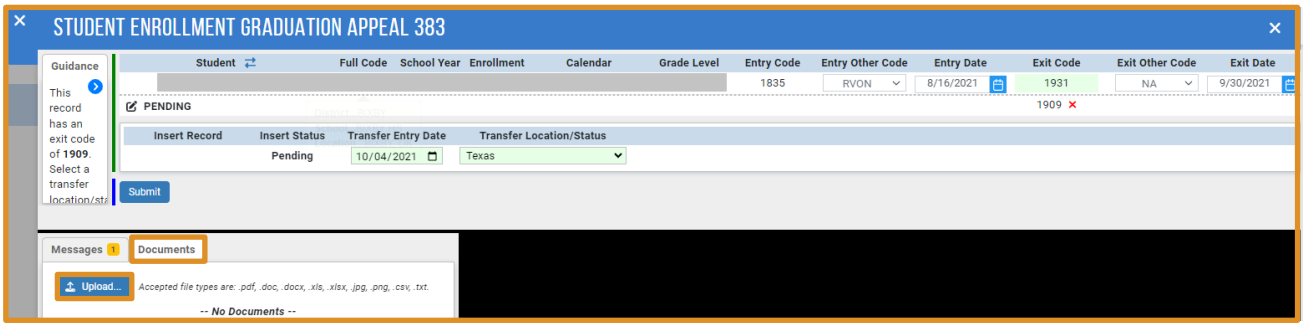
   A new window will open showing the student's most recent enrollment record which the request is being created for:



2. Use this request screen to type a message in the dialogue box briefly explaining the reason for the request, submit supporting documentation (e.g., withdrawal forms, records requests from

the receiving school, letters from foreign exchange programs, military records, obituaries, etc.), and propose updates to the student's record. You **must** hit the send button on your message before being able to submit the appeal.

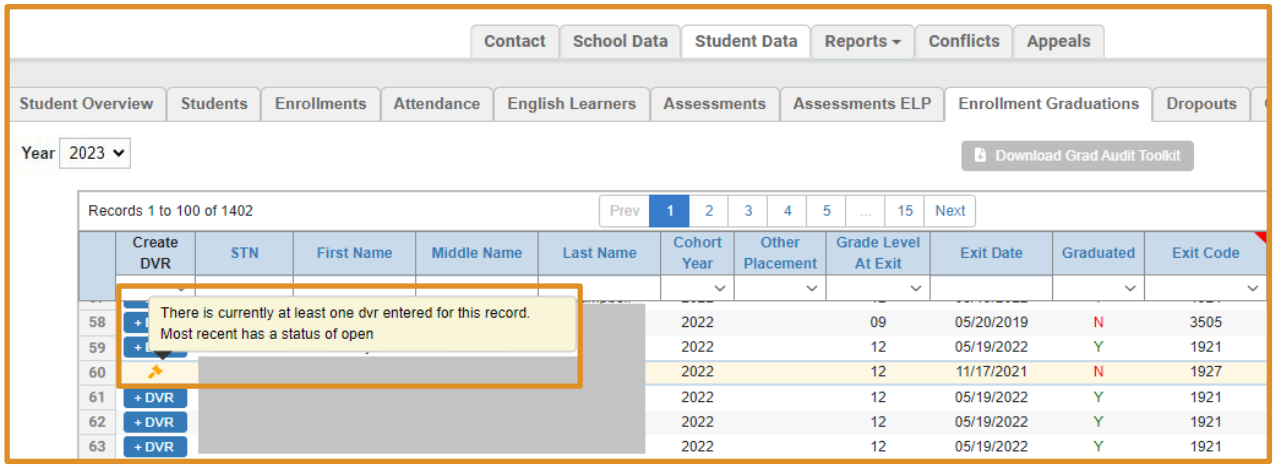
3. To upload supporting documentation, click the Documents tab of the dialogue box and click the Upload button to select proper documentation from your computer.



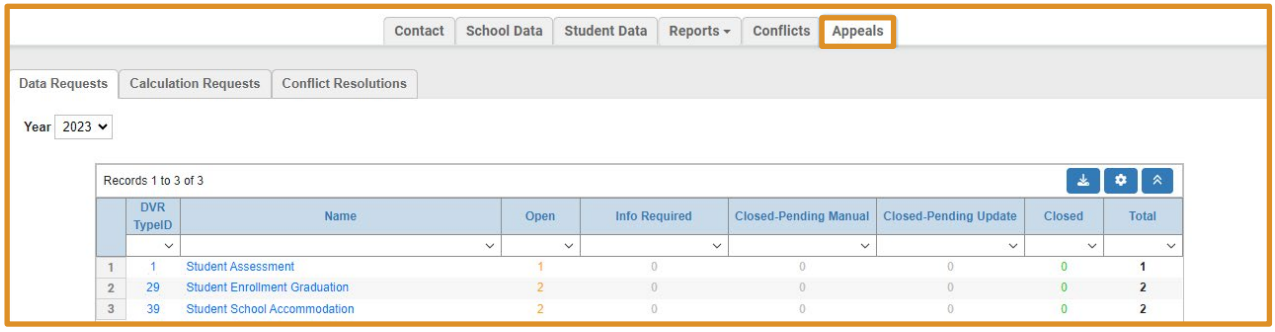
4. After documentation is uploaded and your message has been sent, you **must** click **Submit** to complete the DVR submission process. The Submit button will turn blue when all criteria have been met to submit the DVR properly.

3. Track Submitted Appeals

When a DVR has been successfully submitted for a student, an orange gavel will be in the **Create DVR** column of the Enrollment Graduations tab next to their record. Hovering over the gavel will prompt a message box to appear with the status of the appeal.



You can also locate your site's submitted appeals through the Appeals tab where they are organized by appeal type:



All DVRs are reviewed and researched by a member of the Accountability team. While reviewing, a member of the team may reach out with a time-sensitive request if additional information is needed. This exchange is facilitated through the submitted appeal. If attention is needed, the submitter of the DVR will receive an email notification that further information is required.

Enrollment Graduation Data Review FAQs

Do I have to submit a DVR for every non-graduate?

No. If the student has an existing exit code of 01917, 01922, 01924, 01926, 01927, 01928, 73060, or 03505 and that is the correct exit code for the student, there is no need to create a DVR to verify their status as a non-graduate. For enrollment records prior to SY2025, 4-digit exit codes are displayed. For SY2025 and beyond, appropriate 5-digit exit codes are required. See also page 13.

What if a student graduated last year, but re-enrolled this year?

With the exception of students pursuing the Alt-Std diploma, an exit code of 01921 (graduated) is not valid with a subsequent enrollment. This means that a student cannot be counted as a graduate (having an exit code of 01921) until they are no longer receiving services from an Oklahoma public school. Please note: a student walking in a graduation ceremony does not necessarily determine that a student has an exit code of 01921.

How do the different enrollment data review windows relate to each other?

OSDE is continuously working to improve processes and reduce the amount of time and effort each review window requires to reduce the burden on school administrators. Towards this effort, the OSDE has automated graduation validations and calculations by using student enrollment records previously collected by the State Certification App. Windows associated with the enrollment-related data include:

- **Annual Statistical Review (ASR)** is an exit code data review and is a prerequisite to the Enrollment Gradation and Dropout review windows as both the Enrollment Graduation and Dropout tabs are populated using enrollment data submitted to the State Certification App through your Student Information System (SIS). OSDE utilizes exit codes certified through the ASR to determine each student's end-of-year status for both Dropout and Graduation reporting.

- **Enrollment Graduation Data Verification Request (DVR)** window allows schools to review graduation related records, request changes pursuant to OAC 210:10-13-18(c)(6)., and submit supporting documentation who **transferred out, emigrated**, or **passed away** as required federally and by the Office of the Oklahoma State Auditor and Inspector.

- **Dropout Reporting** window allows users to review the dropout status of all students and easily identify and resolve data conflicts. The Dropout Reporting window and the Enrollment Graduation window have an interdependent relationship and, thus, if you submit a DVR for one window that includes documentation, and it is approved by OSDE staff, the student's enrollment history will be updated. You do not need to submit another request unless you receive additional information that would require the student's enrollment history be changed again or if the student re-enters and re-exits. Dropout DVRs that do not include documentation cannot be used to remove the student from their four-year graduation cohort. For example, if you provide documentation that shows a student transferred out-of-state and that enrollment is verified by OSDE, the student's enrollment history will be updated, and the student will be excluded from their four-year graduation cohort. For more information on the dropout report - see Dropout Reporting Guidance.

- **Graduation Calculation Verification Review (CVR)** window allows sites to confirm that updates approved through the Graduation Enrollment Data Verification Review (DVR) window were made; certify the calculation of the Graduation indicator score (i.e., 4-year, 5-year, and 6-year graduation rates); and, create a CVR to request a review of the data calculation pursuant to OAC 210:10-13- 18(c)(6).

How will the data verified through this Enrollment Graduation Review window be used?

Data verified through this review will be used to calculate the four-year and extended-year adjusted cohort graduation rates (ACGRs) required under ESSA (Section (h)(1)(C)(iii)). A Calculation Verification Review (CVR) window will open for sites to review the final graduation rates before the data is published on the public dashboard at oklaschools.com

Who should be in our enrollment graduation table?

This report is based on an individual student's entry and exit codes submitted through your local Student Information System (SIS) via the State Certification App. Students whose last enrollment record is at your site will be included in the appropriate cohort.

A student graduated early, but I do not see them on the Enrollment Graduations tab?

The Enrollment Graduations tab shows students by cohort year. That is, a student will not appear on the Enrollment Graduations tab until their cohort year comes up. For example, if a student belonging to cohort year 2024 graduates a year early in school year 2023, the student will not appear on the Enrollment Graduations tab until school year 2024 graduation data is available in Accountability Reporting.

What is a cohort and what does it mean to "adjust" a cohort?

A student's cohort year refers to the initial entry to an Oklahoma high school. This cohort year remains unchanged for the remainder of the student's enrollment in Oklahoma. Students may only be removed from a school's four-year graduation rate if they meet specific criteria: transfer to another diploma issuing school, emigrate, or pass away. The remaining cohort class is considered the adjusted cohort.

How is a cohort year assigned?

The cohort year is assigned based on a student's first 9th grade enrollment in an Oklahoma public school.

The cohort year is assigned by:

- If a student is transitioning from middle school to high school and enrolled before 10/01, the cohort is SY + 3
- If a student is transitioning from middle school to high school and enrolled on or after 10/01, the cohort is SY + 4
- If there is no history of a student transitioning from middle school to high school, then the cohort year is assigned accordingly:
  - 9th grade: SY + 3
  - 10th grade: SY + 2
  - 11th grade: SY+ 1

What do I do if a student's cohort year is incorrect?

If you believe the student's assigned cohort year to be incorrect, please submit a Student Enrollment Graduation DVR with a message stating why the student's cohort may be incorrect and submit any documentation supporting the matter.

From where are exit codes populated in this report?

The Enrollment Graduation table was populated using enrollment data submitted to State Certification App via your local Student Information System (SIS) and exit codes certified in your ASR. Exit codes used in the enrollment graduation table are provided in the table below.

2025 SIF Upgrade Exit Type Code	Exit Type Code Definition	Pre-2025 Exit Type Code	Exit Type Code Definition2
01907	Exited to enroll in a different public school in same district	1907	Student is in a different public school in the same local education agency
01908	Exited to enroll in a public school in a different district	1908	Transferred to a public school in a different local education agency in the same state
01909	Out-of-State Transfer - Public School	1909	Transferred to a public school in a different state
01910	Exited to enroll in private, non-religious school within district boundaries	1910	Transferred to a private, non-religiously-affiliated school in the same local education agency
01911	Exited to enroll in a private, non-religious school outside district boundaries	1911	Transferred to a private, non-religiously-affiliated school in a different local education agency in the same state
01912	Out-of-State Transfer - Private, Non-religious School	1912	Transferred to a private, non-religiously-affiliated school in a different state
01913	Exited to enroll in a private, religious school within district boundaries	1913	Transferred to a private, religiously-affiliated school in the same local education agency
01914	Exited to enroll in a private, religious school outside district boundaries	1914	Transferred to a private, religiously-affiliated school in a different local education agency in the same state
01915	Out-of-State Transfer - Private, Religious School	1915	Transferred to a private, religiously-affiliated school in a different state
01916	Out-of-Country Transfer	1916	Transferred to a school outside of the country
01917	Transferred to rehabilitive institution	1917	Transferred to an institution
01918	Withdrawn for Home Schooling	1918	Transferred to home schooling
01919	Exited to enroll in an Oklahoma charter school outside district boundaries	1919	Transferred to a charter school
01921	Graduated with regular or advanced diploma	1921	Graduated with regular, advanced, International Baccalaureate, or other type of diploma
01922	Completed other credential	1922	Completed school with other credentials
01924	Withdrawn due to illness	1924	Withdrawn due to illness
01926	Reached maximum age for services	1926	Reached maximum age for services
01927	Discontinued schooling mid-year	1927	Discontinued schooling
01928	Completed 12th grade, did not meet all graduation requirements	1928	Completed grade 12, but did not meet all graduation requirements
01930	Exited early to enroll in a postsecondary program	1930	Enrolled in a postsecondary early admission program, eligible to return
01931	Exited, reason unknown - expected to update later	1931	Not enrolled, unknown status
03502	Exited for extended period, expected to return	3502	Not enrolled, eligible to return
03503	Exited to participate in a foreign exchange program	3503	Enrolled in a foreign exchange program, eligible to return
03505	Exited for administrative reasons, expected to re-enroll in same school with new entry date.	3505	Exited
03508	Exited to enroll in a charter school in same district	3508	Student is in a charter school managed by the same local education agency
03509	Completed a GED certificate	3509	Completed with a state-recognized equivalency certificate
73060	Exited to pursue adult ed program, including ESL	3500	Enrolled in an adult education or training program
73061	Exited to pursue workforce training program	NA	
73064	Deceased	1923	Died or is permanently incapacitated
73065	Exited due to permanent incapacitation	1923	Died or is permanently incapacitated
73062	The student is expected to return to the same school at the beginning of the next school year	NA	
73063	Out-of-State Transfer - Charter School	NA	
09999	Reserved - do not use unless instructed by OSDE for emergency or mid-year policy changes.	9999	Other
No direct corresponding SIF upgrade code		1925	Expelled or involuntarily withdrawn
No direct corresponding SIF upgrade code		3499	Student is in the same local education agency and receiving education services, but is not assigned to a particular school
No direct corresponding SIF upgrade code		3501	Completed a state-recognized vocational education program
No direct corresponding SIF upgrade code		3504	Withdrawn from school, under the age for compulsory attendance; eligible to return

Note: Exit codes highlighted in yellow require supporting documentation as these exit codes, when verified by OSDE, remove a student from their cohort. As a reminder, if proper documentation cannot be provided, the student will count as a non-graduate in their cohort.

Why is GED/Homeschooling not counted as graduating?

Per federal guidelines, adjusted cohort graduation rates are comprised of the percentage of students who graduated within 4 years and received their regular high school diploma. **The GED is an equivalency certificate and is not recognized as a regular high school diploma by the US Department of Education and therefore does not count toward graduation rates**.

Additionally, students who exit your site to be homeschooled (exit code 01918) are by default counted as non-graduates because Oklahoma does not require all homeschool programs to offer a high school diploma. If official documentation can be provided that a student exited to an **accredited** homeschool program that issues diplomas, OSDE will accept this as a cohort exit.

Please note: a student exiting to an accredited virtual school is not the same as exiting to be homeschooled. An exit to a virtual school would utilize the same exit codes available to brick-and-mortar schools.

For more information, please see:
https://www2.ed.gov/policy/elsec/leg/essa/essagradrateguidance.pdf

If you have any questions, please reach out to the Office of Accountability at accountability@sde.ok.gov or call 405-522- 5169.

Version History

- **August 22, 2025, version 1.3**
  - Minor language updates
  - Updated exit codes
- **December 16, 2024, version 1.2**
  - Minor language updates
- **November 6, 2023, version 1.1**
  - Minor language updates
  - Added additional FAQs
  - Updated visuals
- **August 25, 2023, version 1.0**
  - Reviewed language