

Graduation Rate Report STARS Help Manual

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Due Date: November 15, 2011

REPORT OVERVIEW

I. Introduction

Graduation rate is a key component of federal Title I No Child Left Behind (NCLB) accountability provisions for states, school districts, and schools. Since school year 2005-06, the State has been reporting graduation, retention, and dropout rates, within cohorts, in the aggregate and disaggregated by subgroups for all high schools, districts, and the State as provided within Section 1111 of NCLB and the State's Accountability Workbook.

For the 2011 graduating class, the State reports graduation rates using collected cohort State data from 2008 – 2011. The state reports only that data which can be reliably linked to the state enrollment files. This will result in advancement, retention, and dropout data collected during the freshman, sophomore, junior, and senior years for the Class of 2011. The 2010-2011 graduation rate will be calculated based on the following equation:

Graduation Rate Formula
Number of cohort members who earned a regular high school diploma through summer 2011

Divided by
Number of first-time 9 th graders in fall 2007 (starting cohort) plus students who transfer in, minus students who transfer out, emigrate, or die during school years 2007-2008, 2008-2009, 2009-2010, 2010-2011, and through summer 2011

The State lags its graduation rate data in order to include summer graduates in AYP determinations. Using lagged graduation rate data in AYP determinations means that the four-year graduation data from the previous academic year will be used in AYP determinations with the assessment results for the current academic year. Lagging graduation rates in this manner avoids delaying annual AYP determinations. School Year 2011-2012 AYP reporting (cohort Class of 2011 graduates) will be based on the rules set forth in the State's Accountability Workbook.

In December 2008, the USDE released detailed guidance to the States for implementation of a uniform graduation rate across the nation. This guidance document provides specific, detailed guidance for data collection and calculation needed to meet federal graduation rate reporting requirements. This guidance document is available at: <http://www.ed.gov/policy/elsec/guid/hsgrguidance.pdf>.

In 2009-10, the State set its new graduation rate goal at 89% and began using this rate in school year 2010-11 as the basis for calculating the four-year adjusted cohort rate, disaggregated by subgroups, for all school, district, and state profile reports.

II. Operational Rules

1. School districts will review and validate the 2011 cohort graduation report. This report will include all students who form the adjusted cohort for the graduating class of 2011. From the beginning of 9th grade, students who are entering that grade for the first time form a cohort that is subsequently “adjusted” by adding any students who transfer into the cohort later during the 9th grade and the next three years and subtracting any students who transfer out, emigrate to another country, or die during that same period. The 2011 cohort is based on beginning freshman in school year 2007-2008 who graduated **on-time**, four years later. The data collection tool for this report will be the 2010-2011 *Graduation Rate Report*, which is due November 15, 2011. This report will be completed on NDDPI’s STARS on-line reporting system. This will require a review and confirmation on your part.
2. The NDDPI will calculate the fifth, sixth, and seventh year extended graduation rates for the cohort classes of 2008, 2009, and 2010, for every public high school, public school district, and the state. Students from prior cohorts who were not on-time graduates will be included in this calculation. *For example: a student who graduated in 2010 but was expected to graduate in 2009 (in the senior class of 2009) will be included in the extended graduation rate for the cohort class of 2009.* The NDDPI will use collected cohort state enrollment data from 2008, 2009, and 2010 to calculate these extended year graduation rates. This is based on previously submitted information—no further work is required on your part.

The General Instructions beginning on page 4 constitute the rules for graduation rate reporting for school year 2010-11.

GENERAL INSTRUCTIONS

Read all of these procedures thoroughly and in their entirety prior to beginning to submit data.

The purpose of this Graduation Report is to review, correct, and validate all information previously submitted by school districts regarding the graduation status of students from high school.

Federal law requires all public schools, public school districts, and the State to report graduation rates annually according to established definitions. This graduation report lists specific demographic and graduation status information for all students who have ever been enrolled within the specified public high school as a member of the 2011 graduation class cohort. This data has been compiled from the enrollment reports that were submitted by school districts during the years 2008-11.

Data Generation Method

The NDDPI has generated the 2011 graduation rate report for schools using data drawn from the Enrollment Report records according to the following steps:

- Step 1: Import 9th grade enrollment for the 2007-08 school year, using the 2006-2007 eighth grade enrollment file as a reference point;
- Step 2: Add 10th grade enrollment for the 2008-09 school year, if not included in Step 1;
- Step 3: Add 11th grade enrollment for the 2009-10 school year, if not included in Steps 1 or 2;
- Step 4: Add 12th grade enrollment for the 2010-11 school year, if not included in Steps 1, 2, or 3;
- Step 5: Exclude summer school students, foreign exchange, and non-enrolled students (i.e., home education students and non-public students)

The default setting is in alphabetical order by last name. Clicking on any column header will re-sort that column from the default setting, e.g., clicking on Student ID will re-sort the list in numerical order.

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ACCESS THE GRADUATION REPORT USING STARS

Follow the steps below to access the Graduation Report.

- Access the online reporting system by entering <https://secure.apps.state.nd.us/dpi/stars/Login.aspx>.
- Enter your Login ID and Password, then click on “Login.”
- When the “Fill Out Reports” screen appears, select “Other” from the listing of reports. Click on the “+” symbol.
- Under “Graduation Rate,” click on the “+” symbol, then select the school building for which you will be providing data by clicking on the picture of the school. If you are denied access or do not see Graduation Rate listed as a report option on the left side of the screen, contact your school administrator to obtain authority.
- A box labeled “Graduation Rate” will appear on the right half of the screen. Check that the school year “2010-2011” is indicated. Click on “Select.”

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VERIFY THE DATA ELEMENTS FOR ALL STUDENTS IN THE GRADUATION REPORT

Data elements for individual students may be verified through one or both of the following procedures:

1. Export the file to an Excel spreadsheet. Particularly if your school has a large number of students, this choice may be preferable.
 - Click on Export, under Tools.
 - Click on Export, under Functions. The data will be displayed in an Excel spreadsheet.
 - Save the file, using the .csv extension. Examples are “GraduationRPT.csv” or “GraduationRptBismarckHS.csv” or some other naming system.
 - Access Resources on the NDDPI website for Import/Export Layouts for the Graduation Rate Report.
See <http://www.dpi.state.nd.us/resource/STARS/layouts/index.shtm>.
 - Coding instructions for each data element are included on pages 6-7 of this document.
 - The following data elements have been imported from the Enrollment Report and cannot be changed within the Graduation Rate Report. If you make changes to these data elements on the spreadsheet, the changes will be ignored when you import the file back into the Graduation Rate Report.
 - School Year
 - Student Name
 - State-issued 10-digit student identification number
 - Grade

- Date of birth
- Gender
- Race
- IEP (special education)
- National School Lunch Program
- Migrant
- LEP/ELL

Importing the file

- Save and close out of the Excel spreadsheet.
- In the Graduation Report, click on Import, under Tools.
- Click on Import from File (statement is in bold).
- Click on Next in the lower left corner.
- Click on Browse; enter the name of the .csv file (from Excel).
- Click on Next; then Next a second time.
- Click Import.

2. Review individual records one at a time.

- Click on Graduation Rate (under the bold Graduation Rate) on left side of screen. This will produce a listing of all students.
- To work on an individual student's record, click on the State ID Number of the student, then click **Check Out** located under Functions on the left side of the screen.
- Verify accuracy and completeness of all data for the student. See *Graduation Rate Student Details* below for further instructions.
- When you have completed work on an individual student record, click on Save, located under Functions on the left side of your screen. Note the Save Complete message in green on the right side of your screen.
- Click on Return to Graduation Rate, and select the next student.
- After completing all students, Validate your data. Once data are validated, Check In.

Note: It is not necessary to Check in after working on each individual student's record. It will be more efficient to Check In after validation of all students.

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GRADUATION RATE STUDENT DETAILS

The following data elements have been imported from the Enrollment Report as submitted by school district personnel and **cannot be edited** within the Graduation Rate Report: (1) School Year, (2) State ID (*10-digit NDDPI-issued identification number*), (3) Name, (4) Date of Birth, (5) Gender, (6) *Grade*, (7) Race, (8) SpecialEd IEP, (9) LEP ELL, (10) Migrant, and (11) NS Lunch.

The following data elements have been imported from the Enrollment Report and **may be** edited within the Graduation Report: (1) Exit Code, and (2) Exit Date. Because these data elements may be incomplete and may contain errors, the data may be edited. **Examine to determine if any data should be edited for any student. See coding instructions below.**

If duplicate students or duplicate student identification numbers are identified, then contact Paula Gabel at pgabel@nd.gov or 701-328-2296 to report this and receive instructions. Duplications must be reconciled before proceeding to validate any graduation rate records.

Data Element/Instructions	Interface	
	Individual Student Entry	Spreadsheet
<p>Special Education (IEP) The IEP data element is <i>imported</i> automatically from the Enrollment Report, and <i>cannot be edited</i> within the Graduation Rate Report.</p> <p>A blank box (individual student entry) or “0” (spreadsheet) indicates that your district reported this student as not eligible to receive special education services under the <i>Individuals with Disabilities Education Act (IDEA)</i>.</p> <p>A checked box (individual student entry) or “1” (spreadsheet) indicates that your district reported this student as eligible to receive special education services under <i>IDEA</i>.</p>	<p>SpecialEd IEP</p> <p><input type="checkbox"/> No</p> <p><input checked="" type="checkbox"/> Yes</p>	<p>SpecialEd_IEP Column L</p> <p>0 No</p> <p>1 Yes</p>
<p>Limited English Proficiency (LEP) See http://www.dpi.state.nd.us/bilingul/tech/LEP/LEP_def.pdf for definition of LEP. The LEP data element is <i>imported</i> automatically from the Enrollment, and <i>cannot be edited</i> within the Graduation Report.</p> <p>A blank box (individual student entry) or “0” (spreadsheet) indicates that your district reported this student as not eligible as a student with limited English proficiency, as defined under Federal law.</p> <p>A checked box (individual student entry) or “1” (spreadsheet) indicates that your district reported this student as eligible as a student with limited English proficiency, as defined under Federal law.</p>	<p>LEP ELL</p> <p><input type="checkbox"/> No</p> <p><input checked="" type="checkbox"/> Yes</p>	<p>LEP_ELL Column M</p> <p>0 No</p> <p>1 Yes</p>
<p>Migrant See page 9 at http://www.ed.gov/programs/mep/mepguidance2003.doc for the federal definition of a migrant student. The Migrant data element is <i>imported</i> automatically from the Enrollment Report and <i>cannot be edited</i> within the Graduation Rate Report.</p> <p>A blank box (individual student entry) or “0” (spreadsheet) indicates that your district reported this student as not eligible as a migrant student.</p> <p>A checked box (individual student entry) or “1” (spreadsheet) indicates that your district reported this student as eligible as a migrant student.</p>	<p>Migrant</p> <p><input type="checkbox"/> No</p> <p><input checked="" type="checkbox"/> Yes</p>	<p>Migrant Column N</p> <p>0 No</p> <p>1 Yes</p>

Data Element/Instructions	Interface	
	Individual Student Entry	Spreadsheet
<p>National School Lunch Program (NS Lunch) The NSLP data element is <i>imported</i> automatically from the Enrollment Report and <i>cannot be edited</i> within the Graduation Rate Report.</p> <p>A blank box (individual student entry) or “0” (spreadsheet) indicates that your district reported this student as not eligible for free or reduced lunch under the National School Lunch Program. A checked box (individual student entry) or “1” (spreadsheet) indicates that your district reported this student as eligible for free or reduced lunch under the National School Lunch Program.</p> <p>All students in a Provision 2 or 3 schools should be coded as eligible for NS Lunch. See below for the listing of Provision 2 and 3 schools.</p>	<p>NS Lunch</p> <p><input type="checkbox"/> No</p> <p><input checked="" type="checkbox"/> Yes</p>	<p>NSLunch Column O</p> <p>0 No</p> <p>1 Yes</p>
<p>Exit Code The Exit Code data element is <i>imported</i> automatically from the Enrollment Report and <i>may be edited</i> within the Graduation Rate Report. Select one of the Exit Code options from the drop-down menu (individual student entry) or enter the correct numeric code (spreadsheet):</p> <p><u>See Exit Code Definitions below</u></p>	<p>Exit Code (drop-down menu)</p> <p>Graduate Dropout Deceased Transferred out of district Transferred within district Continued</p>	<p>ExitCode Column P</p> <p>1 2 3 4 5 6</p>
<p>Exit Date The Exit Date data element is <i>imported</i> automatically from the Enrollment Report and <i>may be edited</i> within the Graduation Rate Report. Individual Student Entry: The Exit Date must be a date in the format MM/DD/YYYY and within the Calendar start and end dates for that school year. Spreadsheet: The Exit Date must be a date in the format YYYY/MM/DD and within the Calendar start and end dates for that school year.</p>	<p>Exit Date</p> <p>MM/DD/YYYY</p>	<p>ExitDate Column Q</p> <p>YYYY/MM/DD</p>

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EXIT CODE DEFINITIONS

Exit Codes define the circumstances under which the student exited from membership from an educational institution.

The graduation rate is measured as the percentage of students who have completed high school within four years of the first entry into ninth grade as tracked within a class by annual cohort.

For the purposes of determining graduation rate, the following definitions apply. Select the most appropriate exit code to capture the student's reason for exiting.

A. GRADUATE (EXIT CODE "1") –

- A student who has received a standard diploma issued by the local school district certifying the completion of local high school graduation requirements. *For the purposes of this report, August 31, 2011, is the date by which a student must receive his or her diploma to be counted as a graduate.*

B. DROP OUT (EXIT CODE "2") –

- A student who is absent without an approved excuse or a documented transfer, as evidenced by a transcript exchange, and does not return to school by the fall of the following school year; or
- A student who completes the school year but fails to re-enroll the following school year; or
- A student who has entered a GED program of study prior to the completion of his or her secondary education; or
- A student who enrolls in a program that does not lead to a school district approved diploma; or
- A student who receives a certificate of attendance or a non-standard diploma; or
- A student who reached maximum age for services without achieving a standard diploma.

C. DECEASED (EXIT CODE "3") –

- A student whose membership is terminated because he or she died during or between regular school sessions.

D. TRANSFERRED OUT OF DISTRICT (EXIT CODE "4") – *To claim this status code, the local school district must maintain documentation of transfer out of district, evidenced by a transcript exchange. The Department of Public Instruction may monitor for evidence of documentation.*

- A student who transfers to a public school that is not located within the jurisdiction of the same local school district; or
- A student who transfers to a non-public school or a home education setting.

E. TRANSFERRED WITHIN DISTRICT (EXIT CODE "5") – *To claim this status code, the local school district must maintain documentation of enrollment at the receiving school. The Department of Public Instruction may monitor for evidence of documentation.*

- A student who transfers to a public school that is located within the jurisdiction of the same local school district.

F. CONTINUED (EXIT CODE “6”) –

- A student who is enrolled in the 2011-12 school year but failed to earn sufficient credit hours to graduate with his or her cohort class of 2011; or
A student who has been temporarily placed in an institution that has an educational program, e.g., mental health institutions, juvenile service agencies, care shelters, and detention facilities.

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VALIDATE AND SUBMIT REPORT

- After verifying existing data and providing additional data needed for the Graduation Rate Report, click on Validate, located under Functions on the left side of your screen.
- If all data are complete and within parameters, click Submit.
- If there are **errors** in the data (i.e., required data are missing), a **red X** will indicate that corrections must be made before you can submit the Graduation Rate Report. Errors will be listed so you can go back to the individual student(s) to make corrections. When completed, click on Validate again.
- A **yellow triangle** will appear to indicate **warnings**. Warnings will flag situations where you may have overlooked data and ask “Are you sure?” questions. If, after reviewing that data you determine that the data are accurate, you may Submit the Graduation Rate Report. Warnings will not prevent submission of the report. Once the report has been submitted, no further modifications may be made to the information, although NDDPI can un-submit data in extreme cases. **Submit the Graduation Rate Report by no later than November 15, 2011.**
- Leave the Graduation Report by clicking on Exit Report. Then Log out.

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**PROVISION 2 AND PROVISION 3 SCHOOLS
School Year 2010-11**

Co./Dist./Plant	Location	School Name
40 409 8120	Belcourt	Ojibwa Indian School
40 007 8567	Belcourt	Turtle Mountain Community High School
40 007 8566	Belcourt	Turtle Mountain Community Middle School
40 007 8565	Belcourt	Turtle Mountain Community Elementary School
08 900 8830	Bismarck	Theodore Jamerson Elementary School
43 003 1278	Cannon Ball	Cannon Ball Elementary School
36 800 6710	Devils Lake	North Dakota School for the Deaf
40 900 1970	Dunseith	Dunseith Day School
40 001 1968	Dunseith	Dunseith Public School – Elementary
40 001 1966	Dunseith	Dunseith Public School – High School
51 401	Fargo	Fargo Residential Treatment Center (DBR)
51 401	Fargo	Fargo Youth Home (DBR)
03 900 2903	Fort Totten	Tate Topa Tribal School – Elementary
03 900 2903	Fort Totten	Tate Topa Tribal School -- Middle
03 030 2910	Fort Totten	Four Winds Community High School
43 409 8130	Fort Yates	St. Bernard Mission
43 004 2921	Fort Yates	Fort Yates Middle School
43 900 2902	Fort Yates	Standing Rock Elementary School
43 900 2905	Fort Yates	Standing Rock High School
13 037	Halliday	Twin Buttes
51 401	Mandan	Western Plains Residential Center (DBR)
27 036 5459	Mandaree	Mandaree
03 005 5741	Minnewaukan	Minnewaukan Public School
51 401 0066	Minot	Dakota Boys Ranch
03 016 6226	Oberon	Oberon Public School
28 085 9363	Roseglen	White Shield Public School
40 003 8152	Saint John	St. John Public School
43 008 7804	Selfridge	Selfridge Public School
43 003 8036	Solen	Solen High School
03 029 9219	Wahpeton	Circle of Nations
03 029 9219	Warwick	Warwick Public School