

2011 Graduation Ownership Guidelines for Four-Year and Five-Year Adjusted Cohorts

The graduation calculation uses two reports from the Kansas Individual Data on Students (KIDS) system. Both End of Year Accountability (EOYA) and EXIT records are used to determine the school that 'owns' a student in the graduation calculation. No other records from the KIDS system are used in the graduation calculation.

Defining the Cohort

- The school year with the first EOYA record for a student identified as a 9th grader is used to define membership as first-time 9th graders in a cohort. For the 2011 four-year cohort, students were first-time 9th graders in 2007-2008. For the 2011 five-year cohort, students were first-time 9th graders in 2006-2007.
- New transfers to the state who are at a grade higher than 9th grade are assigned to the appropriate cohort based on the grade submitted on their EOYA record (i.e. an 11th grade incoming transfer is considered part of the 9th grade cohort from two years prior).
- After a student is assigned to a cohort, the student cannot be removed from that cohort by subsequent changes in his or her grade. For example, a 9th grade student who, in the following year, appears as an 11th grader or Not Graded remains a member of his or her original cohort.
- If more than one EOYA record is found, the record with the **earliest State** entry date is used.
- Non-graded adult students do not count in the graduation calculation unless their four-year and/or five-year cohort has not graduated.

Adjusting the Cohort

- The cohort is adjusted in two ways:
 1. Adding students who transfer into the cohort.
 2. Subtracting students who transfer out, move to another country or die.
- A transfer into the cohort occurs when a student enrolls after the beginning of their cohort's first year in high school.
- Students who transfer out must enroll in another school or in an educational program that culminates in the award of a regular high school diploma in order to be removed from the cohort.
- Before removing a student from a cohort, the school must obtain documentation that the student transferred out, moved to another country or is deceased.

Determining Graduates

- The 2011 graduation rate is the number of students in the cohort earning a regular high school diploma by September 30, 2011; early graduates should be included.
- The school the student is assigned to for graduation purposes is determined by the latest EXIT or EOYA record as of September 30, 2011.
- EXIT records from the KIDS system determine the status of a student at the time of the graduation calculation.
- If more than one EXIT record exists for a student, the record with the latest EXIT/Withdrawal date is used. The only exception is if it is a duplicate graduate EXIT record. Then, if more than one *graduate* EXIT record exists for a student, the record with the *earliest* EXIT/Withdrawal date is used.
- If a student is remaining in school for a fifth (or sixth) year, they will not have an EXIT record. In which case the EOYA record is used. These students will count as non-graduates in the graduation calculation.