Dropout Graduation Summary Report Returning User Training

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October 2015

What is the Dropout Graduation Summary Report (DGSR)?

- The DGSR provides all schools and districts an opportunity to review and certify their dropout and graduation data are correct before submitting the report to KSDE.

- This is the only opportunity for schools and districts to make corrections to the data before it is used in AMO calculations and other publications.

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Dropout Graduation Summary Report Submission Window

The submission window will open Thursday, October 1.

The submission window will close at 5pm on Friday, October 30.

Any school that does not review its data and submit the report by October 30 will by default have its data considered as accurate.

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Navigating the DGSR

- Post-Graduation Plans
- Unresolved Exits and Dropouts
- Historical Unresolved Exits and Dropouts
- 2012-2015 Four-Year Cohort Information
- 2011-2015 Five-Year Cohort Information
- Historical Four-Year Cohort Information
- Historical Five-Year Cohort Information
- Special Circumstances Remove from Cohort
- Report Sign-Off

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Post-Graduation Plans

- Displays the D29: Post-Graduation Plans of the 2014-2015 graduating class (includes students with D27: EXIT/Withdrawal codes of 8-graduate and 22-student with disabilities who met the district graduation requirements for a regular diploma, but is remaining in school to receive transitional services deemed necessary by the IEP team).

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Unresolved Exits and Dropouts

- Displays grades K-12 unresolved exits and grades 7-12 dropouts during the 2014-2015 school year. The dropout calculation is based on activity from the 2014-2015 school year only. These dropouts will not be a direct match with students that are counted for or against graduation.

- The dropout rate is not included in Annual Measurable Objective (AMO) determination.

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Unresolved Exits and Dropouts

- Buildings with grades K-12 should correct their unresolved exits by submitting EXIT records within the KIDS Collection System.

- Any unresolved exits in grades 7-12 that are not corrected prior to the close of the DGSR will automatically become dropouts and will be included in the dropout calculation.

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Graduates

- 2012-2015 Four-Year Cohort Information
- 2011-2015 Five-Year Cohort Information

- These cohorts play an important role in AMO determination for graduation.

- Corrections cannot be made to the 2011-2015 five-year adjusted cohort. This data was already used for AMO determination and has been reported on the KSDE website. It is displayed for information purposes only.

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Correcting Data

- Corrections cannot be made within the DGSR. Data uploaded from your student information system to KIDS is used to populate the DGSR.

- If an EXIT record is submitted for a student with incorrect information, submit an EXIT record with the same State Student Identifier, AYP School, and Exit Date with the corrected information to update the student's EXIT record.

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Correcting Data

- If an EXIT record is submitted with an incorrect D26: Exit/Withdrawal date, submit an EXIT record with the same State Student Identifier, Accountability School, and Exit Date with a D27: EXIT/Withdrawal code of “99” to “undo” that EXIT record in KIDS. Then submit another EXIT record with the correct D26: Exit/Withdrawal date.

- This submission must take place PRIOR to submitting the DGSR for the affected building and district. Otherwise the records will not process.

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Correcting Data

- EXIT records with EXIT/Withdraw dates between 10/1/2014 and 9/30/2015 will be accepted until the DGSR has been submitted.

- After this report has been submitted, only EXIT records with EXIT/Withdraw dates after 9/30/2015 will be accepted.

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Correcting Data

- If the Dropout/Graduation Summary Report for the building is Complete [Submitted to Superintendent] and it is realized changes need to be made to the data, you may call the KSDE Help Desk at 785-296-7935 to have the report unlocked.

- This can only be done while the submission window is open [before October 30.]

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Special Circumstances Remove from Cohort

- Under special circumstances, buildings can remove a student from the 2012-2015 four-year cohort.
- Students in the 2011-2015 five year cohort are not eligible to be removed from their cohorts.
- These situations will be very unique and are unlikely to apply to the majority of the students in the cohort.

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Special Circumstances Remove from Cohort

1. Is the student included in the list of students below?

2. Was the student exited in the KIDS system with a D27: Exit/Withdrawal Date prior to 10/1/2014?

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Special Circumstances Remove from Cohort

3. Do one of the following situations apply to the student?

- Student was a homeschool student who attended classes at the public school part-time
- Student was a non-accredited private school student who attended classes at the public school part-time
- Student died after they were exited from the school
- Student transferred to a school in another state after they were exited from the school

Continued on next slide

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Special Circumstances Remove from Cohort

3. Do one of the following situations apply to the student? Continued…

- Student moved out of the country after they were exited from the school
- Student was a foreign exchange student
- Student is an adult whose cohort has already graduated
- Other very unique situations in which the student was included in the cohort and as a result of subsequent actions should be removed from the cohort

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Special Circumstances Remove from Cohort

4. Did the removal reason indicated occur prior to the four-year adjusted cohort graduation deadline (September 30, 2015)?

5. Does the building have documentation to prove the removal reason occurred? Refer to the Kansas Graduation and Dropout Information Handbook, page 9, for an explanation of acceptable documentation.

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Special Circumstances Remove from Cohort

Buildings should follow the process below:

- Select the student from the list
- Select a removal reason
- Add a comment FULLY explaining the student's situation and describing the documentation available
- Add email address
- Click "insert" to send the request to KSDE

Special Circumstances Remove from Cohort

- Please review the Sample Explanations for Remove from Cohort guidance document

- It will explain what should be included in the comment field when you submit a student to be removed from the cohort so that I don't have to follow up for more information

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Modify Cohort

- Under special circumstances a student may need to be switched to a different cohort.
- E.g. student was accidentally submitted as a 9th grader on the EOYA record when they were actually only an 8th grader.
- If you encounter one of these situations, please email Jessica Noble, jnoble@ksde.org

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Helpful Tips: Post Grad Plans

- If there are no post-graduation plans, then your graduate EXIT records haven't been submitted into the KIDS system. Get those submitted quickly.
- Look at the total number of post-graduation plans. It should equal or exceed the number of graduates you have in the four-year cohort (unless you had early graduates).
- If all of the post-graduation plans are coded with an 8=All Other Graduates/Status Unknown then your district is not properly collecting this information from students. It isn't necessary to correct it this year, but your district should put a plan in place to get more accurate data next year

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Helpful Tips: Unresolved Exits and DO

- If there are any unresolved exits, those should be corrected quickly.
- Look at each dropout and determine if the student could have his/her EXIT record updated or corrected.
- If the student dropped out and re-enrolled in your district or another district, the EXIT record should be updated so that the student does not count as a dropout.

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Helpful Tips: Four-Year Cohort

- If there are no graduates, then your graduate EXIT records haven't been submitted into the KIDS system. Get those submitted quickly.
- Look at your graduation program from May and make sure that every graduate is accounted for.
- Review 2015 non-graduates and determine if any of them need an updated EXIT record
- Review 2012, 2013 and 2014 non-graduates and determine if any of them are eligible for a special circumstance remove from cohort

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Helpful Tips: Four-Year Cohort

- If you believe a student transferred to another school district in Kansas:
  - Contact the district and ask if the student enrolled and attended
  - Ask what SSID number they gave the student
  - Ask if the student exited their district, graduated or is still enrolled
  - Provide this information to Jessica Noble
- If a student transferred to a Diploma Completion Program, you'll need to determine if it is sponsored by your district or not

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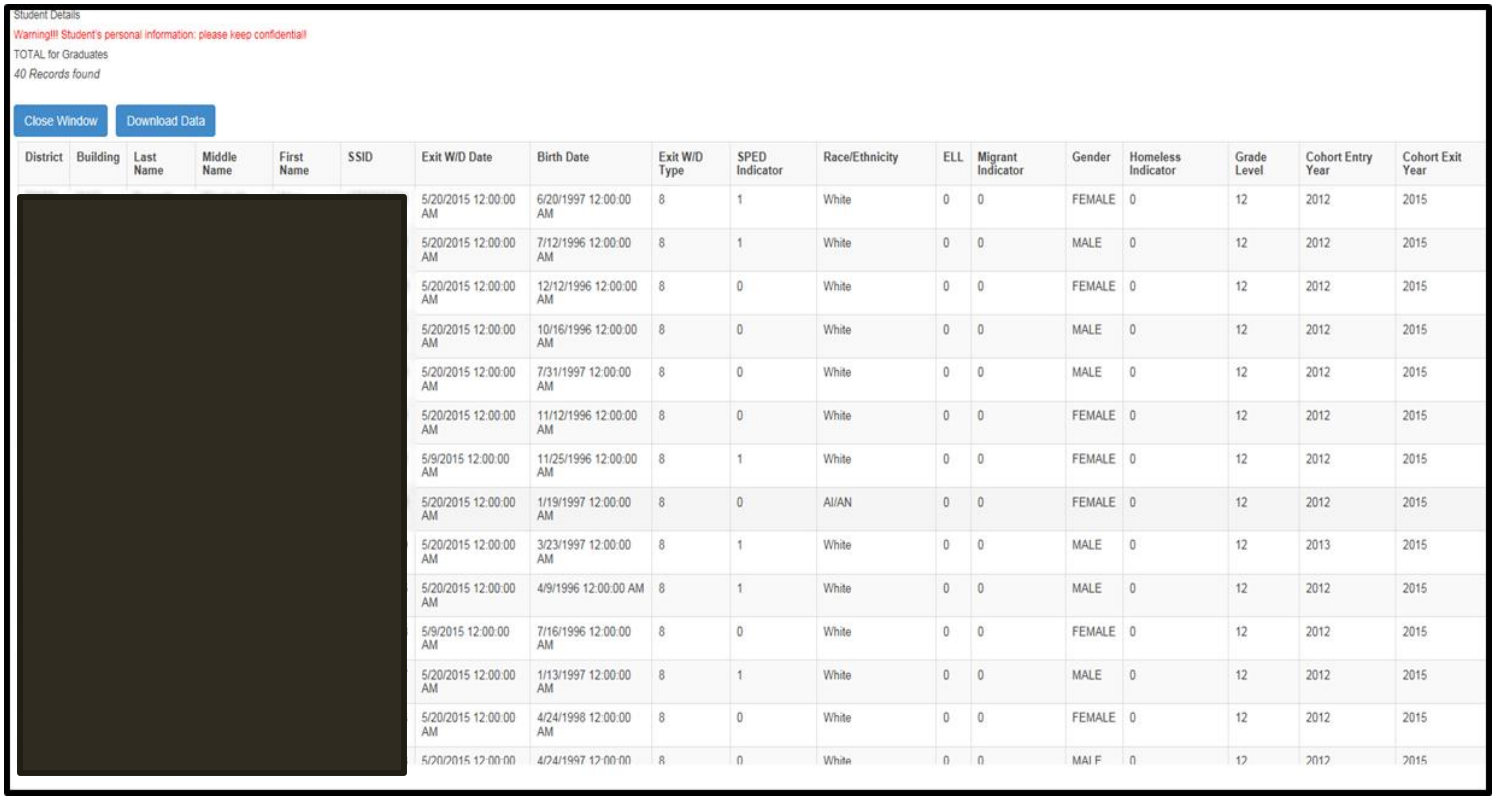
Drilldown Lists



Student Details

Warning!!! Student's personal information: please keep confidential!

TOTAL for Graduates

40 Records found

Close Window | Download Data

District	Building	Last Name	Middle Name	First Name	SSID	Exit W/D Date	Birth Date	Exit W/D Type	SPED Indicator	Race/Ethnicity	ELL	Migrant Indicator	Gender	Homeless Indicator	Grade Level	Cohort Entry Year	Cohort Exit Year
[redacted]						5/20/2015 12:00:00 AM	6/20/1997 12:00:00 AM	8	1	White	0	0	FEMALE	0	12	2012	2015
						5/20/2015 12:00:00 AM	7/12/1996 12:00:00 AM	8	1	White	0	0	MALE	0	12	2012	2015
						5/20/2015 12:00:00 AM	12/12/1996 12:00:00 AM	8	0	White	0	0	FEMALE	0	12	2012	2015
						5/20/2015 12:00:00 AM	10/16/1996 12:00:00 AM	8	0	White	0	0	MALE	0	12	2012	2015
						5/20/2015 12:00:00 AM	7/31/1997 12:00:00 AM	8	0	White	0	0	MALE	0	12	2012	2015
						5/20/2015 12:00:00 AM	11/12/1996 12:00:00 AM	8	0	White	0	0	FEMALE	0	12	2012	2015
						5/9/2015 12:00:00 AM	11/25/1996 12:00:00 AM	8	1	White	0	0	FEMALE	0	12	2012	2015
						5/20/2015 12:00:00 AM	1/19/1997 12:00:00 AM	8	0	AI/AN	0	0	FEMALE	0	12	2012	2015
						5/20/2015 12:00:00 AM	3/23/1997 12:00:00 AM	8	1	White	0	0	MALE	0	12	2013	2015
						5/20/2015 12:00:00 AM	4/9/1996 12:00:00 AM	8	1	White	0	0	MALE	0	12	2012	2015
						5/9/2015 12:00:00 AM	7/16/1996 12:00:00 AM	8	0	White	0	0	FEMALE	0	12	2012	2015
						5/20/2015 12:00:00 AM	1/13/1997 12:00:00 AM	8	1	White	0	0	MALE	0	12	2012	2015
						5/20/2015 12:00:00 AM	4/24/1998 12:00:00 AM	8	0	White	0	0	FEMALE	0	12	2012	2015
						5/20/2015 12:00:00	4/24/1997 12:00:00	8	0	White	0	0	MALE	0	12	2012	2015

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Helpful Tips: Drilldown List

The drilldown list is your best friend in identifying:

- Students who were coded in the wrong grade level
- Students who are too old to be in their four- or five-year cohort
- Students who are too old to be in a grade level (and therefore shouldn't count as dropouts)
- Students' last EXIT record in the KIDS system
- Students membership in a particular subgroup

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Helpful Tips: Student History Report in 2016 KIDS Collection

Your second best friend is the Student History Report in the KIDS Collection System

- You can pull a student's history of records in the KIDS system
- This is helpful if you want to determine why the student is showing up a certain way in the DGSR
- You can see if an incorrect EOYA record was submitted

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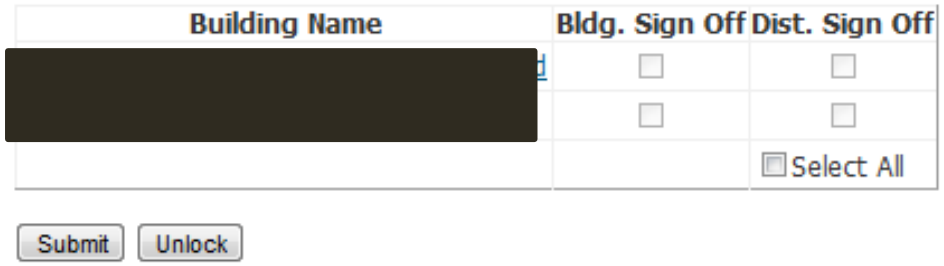
Report Sign Off

Buildings: click the <Submit to Superintendent> button.

Districts: place a checkmark in the District Sign-off column to confirm you are in agreement with the building totals and <Submit> to KSDE.



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Helpful Links

Graduation information on KSDE website:

- DGSR User Manual
- Graduation and Dropout Information Handbook
- Sample Explanations for Remove from Cohort

http://www.ksde.org/Agency/DivisionofLearningServices/TeacherLicensureandAccreditation/GraduationandSchoolsofChoice/GraduationandDropouts.aspx

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Questions?

If you have questions about the Dropout Graduation Summary Report, contact Jessica Noble:

jnoble@ksde.org

785-296-3163

If you have questions about KIDS data elements, contact the KSDE help desk:

helpdesk@ksde.org

785-296-7935

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