Kansas State Department of Education

Dropout Graduation Summary Report (DGSR)

2015-2016
User Manual

https://svapp15586.ksde.org/authentication/login.aspx

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Part I: Introduction

The Dropout Graduation Summary Report (DGSR) provides all schools and districts an opportunity to review and certify their dropout and graduation data are correct before submitting the report to the Kansas State Department of Education (KSDE).

The DGSR is an online application that is accessible through the KSDE Authentication page. This report focuses on three key pieces of data:
- Post-Graduation Plans
- Dropouts and Unresolved Exits
- Graduates (four-year and five-year cohorts)

The DGSR is open from October 1 to October 30. Any school that does not review its data and submit the report by October 30, 2015 will by default have its data considered as accurate.

We hope that you will find the DGSR useful in certifying the accuracy of the dropouts and graduates for the recently completed school year (2014-2015).

Part II: Related Documents

Kansas Graduation and Dropout Information Handbook:
http://www.ksde.org/Agency/DivisionofLearningServices/TeacherLicensureandAccreditation/GraduationandSchoolsofChoice/GraduationandDropouts.aspx

KIDS EXIT Codes (D27) Applied to Graduation Rate Formula:
http://www.ksde.org/Agency/DivisionofLearningServices/TeacherLicensureandAccreditation/GraduationandSchoolsofChoice/GraduationandDropouts.aspx

Part III: Important Terms

KIDS Collection System: The Kansas Individual Data on Students (KIDS) Collection System is a sophisticated software system used to manage educational data collected to meet state and federal reporting requirements. Data uploaded from your student information system to KIDS is used to populate the DGSR.

EOYA Collection: End of Year Accountability records are used to construct a complete list of students who have ever entered or left a graduating class or cohort, as defined by their ninth-grade status. These cohorts, together with all transfers in and transfers out, will be used to calculate the federally required adjusted cohort graduation rates for all students and student subgroups. For more information on KIDS Data Submission Detail EOYA, go to: http://kidsweb.ksde.org/Documents

EXIT Collection: EXIT records provide information for graduation and dropout counts and for rates calculated and used in AYP determinations. EXIT records are used to pre-populate the DGSR. Exit

information (D26, D27, and D29) can only be included on EXIT record types. For more information on KIDS Data Submission Detail EXIT, go to: http://kidsweb.ksde.org/Documents

- **D26: EXIT/Withdrawal Date:** Schools are required to report an EXIT/Withdrawal date of the student's last day enrolled at the school or the date the student graduated. EXIT/Withdrawal dates are to be indicators of when a student's affiliation with a school ended, not an indication of the date a school submitted the EXIT record to KIDS.

- **D27: EXIT/Withdrawal Type:** Only students with a value in D10: Current Grade Level of code 13 (eighth grade) or above may have an EXIT record with a D27: Exit/Withdrawal Type of 8=graduated with regular diploma or 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.

- **D29: Post-Graduation Plans:** The intended post-secondary direction of graduates. This field is required for all D27: EXIT/Withdrawal Type= 8 (graduate) or 9 (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).

Part IV: User Levels

School-level access is for principals, or their designees, who are reviewing and/or submitting the DGSR for their building. District-level access is for superintendents, or their designees, who are reviewing and/or submitting the DGSR for their district. District-level users are also responsible for reviewing and submitting the DGSR for closed schools and the central office.

User Level	Defined Roles/Responsibilities
School	- Has read capability in the DGSR for the building for which he/she is responsible. - Has submit capability in the DGSR for the building for which he/she is responsible.
District	- Has read capability in the DGSR for the district (and all of the buildings) for which he/she is responsible. - Has submit capability in the DGSR for the district (and all of the buildings) for which he/she is responsible.

NOTE: Closed schools may show up on the DGSR if they have dropout or graduate data. The superintendent, or his/her designee, can access that building's Dropout Graduation Summary report by clicking on the building name from the report sign-off screen. After the Superintendent reviews the building information he or she can approve the building report by clicking on the <Submit to Superintendent> button, then clicking <Return to Building List> to return to the district level report.

NEW TIP: Buildings with grades K-6 will also want to review their unresolved exit data on the Unresolved Exit and Dropout page. Although this data is not part of the districts dropout or graduation calculations, it is important that correct EXIT records be submitted for all students.

Part V: Registering for Access to the Dropout/Graduation Summary Report

Individuals who do not have access to KSDE web applications need to register. Use the following web address: https://online.ksde.org/authentication/login.aspx. At this website, click on the Register button, as shown below:

> *NOTE:* You may want to skip this section if you have used the DGSR before, or if you already registered for access to the DGSR.

On the Registration page, enter the required information. Be aware that the buildings and districts that you have access to depend on what is displayed in the "Building" field on the web applications registration page. For example, if you will be submitting and viewing data at the district-level, select the "All Buildings" option under the "Building" field. If you will be submitting and viewing data at the building-level, select the appropriate building.

> **TIP:** Do not use spaces when defining your User Name login ID. When creating your password keep in mind the password requirements shown on the screen. You will need to remember the User Name ID, password, security question/answer, and birth date that you entered. KSDE does not store this information for you.

KSDE User Registration Form

Back to Login Page

* Indicates required field.

Please enter your business contact information:

First Name:*

Last Name:*

Phone #:*

Email Address:*

Please select the organization and building that you belong to:*

Organization: USD 220 Ashland ▼   Building: **** Please select a building **** ▼

Please enter a user name and password.

User Name:*

Password:*

Please reenter your password:*

Please enter a password that contains at least 8 characters and at least one uppercase letter, one lowercase letter, and one number or special character. Do not use the characters "&", "#", "<" or ">".

When you have completed all required information on the registration form, click the "Submit" button at the bottom of the screen.

If all data on the registration form is valid, you will get a message that says "Thank You for Registering". The registration request will be forwarded to the district superintendent for approval. You will receive an email when your access request is approved and your username and password are ready for use.

Individuals who already have access to KSDE web applications can use the Manage My Account option to add the DGSR to their list of applications. As with all KSDE web applications, the district superintendent will receive a request for approval before access is granted.

To add the DGSR to your list of available KSDE web applications:
- Login on the KSDE Web Applications page
- Click the "Manage My Account" link
- Check the box in front of Dropout/Graduation Summary Report
- Select your access level (school or district)
- Click "Submit"

Your request will be sent to the district superintendent for approval. When approved, you will receive an email indicating that you can access the DGSR.
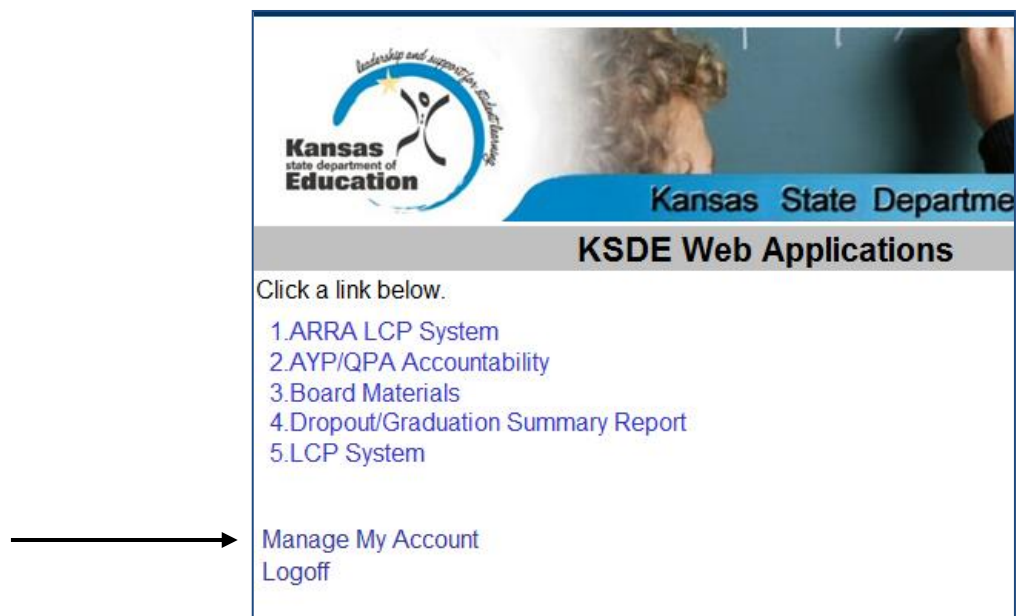
TIP: If you forget your KSDE web applications password, click on the link that says "Forgot Your Password?" on the Authentication screen. You will be prompted to supply the answer to a security question (you entered it when you originally registered), type in your birth date, and enter a new password. If your security question answer and birthday match what you originally entered when you registered for KSDE web application access, then your new password will be activated. Keep in mind that KSDE does not know your password, so you are responsible for managing and remembering it.

Part VI: Logging into the Dropout Graduation Summary Report

The DGSR, like the other KSDE web applications, is available on the KSDE Authentication page. To access the DGSR, enter your username and password on the KSDE Web Applications page (https://online.ksde.org/authentication/login.aspx). The user will see the Dropout Graduation Summary Report on his/her list of approved KSDE applications (example list shown below), and he/she will need to click on the application to open it.
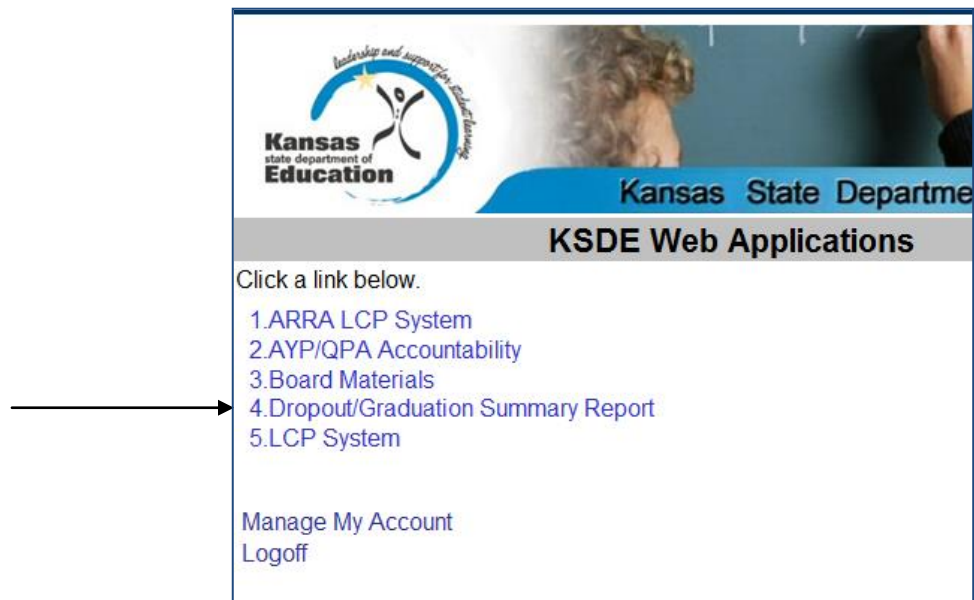
NOTE: Some of the applications may be grayed out. This means that they are either not active applications, or that you have not yet been approved for access to those applications. Additionally, the numbering of applications is unique to each individual user.
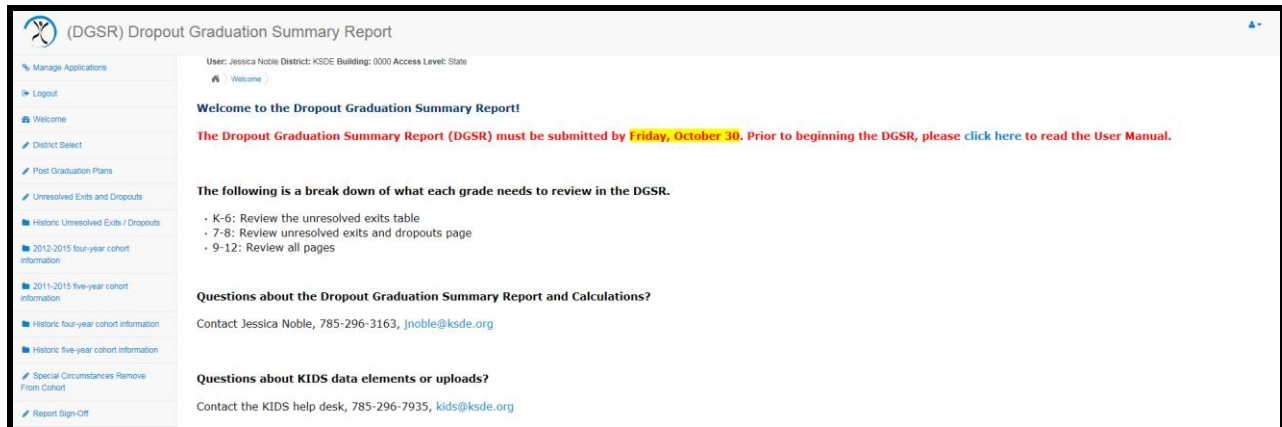
Part VII: Quick "Tour" of the Dropout Graduation Summary Report

Welcome Page

For most users, this is the first screen that will appear after entering the report. From here you will be able to begin the report, jump to a specific screen, and review some basic information about the report.

Navigation Menu

Below is the navigation menu that lists the seven links on the left side of the screen that can be used to navigate in the application:

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

Part VIII: Navigating the Dropout Graduation Summary Report

POST-GRADUATION PLANS

This section 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). Includes graduates from four-year cohort as well as students graduating early and late in their cohort during the 14-15 year.

This data is disaggregated by gender, race/ethnicity, socioeconomic status, student with disabilities, English language learner (ELL), migrant and homeless.

Post-Graduation Table 1

Select a building to see building level 2014-2015 post-graduation data.

Bldg Number	Building Name
0100	Erie Dist Needle Ce
0100	Erie High Charter School - Closed
0111	Erie Elementary
0112	Galesburg Middle School
0113	Erie High School

District-level staff can access building-level detail by clicking on the building name for *any* screen. Any school with grade 12 will have post-graduation data.

Post-Graduation Table 2

2014-2015 Post-Graduation Plans by Gender (District Level)

This information is the district's 2014-2015 post-graduation data. It is populated from KIDS field D29: Post-Graduation Plans for students with D27 EXIT/Withdrawal types 8 and 22.

Post-Graduation Plans	Total Headcount	Male	Female
4 - Year College or University	12	4	8
2 - Year College	25	15	10
Other Type College/Other Postsecondary	0	0	0
Employment	4	3	1
Unemployment	0	0	0
Parenting	0	0	0
Military Service	0	0	0
All Other Graduates/Status Unknown	0	0	0
Receiving Special Education Transition Services	0	0	0
Total by Gender	41	22	19

TIP: If you click on these hyperlinks, you will be able to see a drilldown list of students included in that number. These drilldown lists can be downloaded. Use caution when downloading this information as it is personally identifiable.

NOTE: If you notice that student information is missing (i.e. name or grade) it is because this information was not included on an EXIT or EOYA record submitted by the building.

Post-Graduation Table 3

2014-2015 Post-Graduation Plans by Race/Ethnicity and Gender (District Level)

| | Ethnicity | | Race | | | | | | | | | | | |
| | Hispanic | | White | | Nat. HI/Pacific Islander | | Black/African American | | American Indian/Alaska Native | | Asian | | Multi-Ethnic | |
Post-Graduation Plans	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female
4 - Year College or University	0	0	4	8	0	0	0	0	0	0	0	0	0	0
2 - Year College	0	0	14	9	0	0	1	0	0	1	0	0	0	0
Other Type College/Other Postsecondary	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Employment	0	0	3	1	0	0	0	0	0	0	0	0	0	0
Unemployment	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Parenting	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Military Service	0	0	0	0	0	0	0	0	0	0	0	0	0	0
All Other Graduates/Status Unknown	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Receiving Special Education Transition Services	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Total by Gender	0	0	21	18	0	0	1	0	0	1	0	0	0	0

Post-Graduation Table 4

2014-2015 Post-Graduation Plans by Gender, Socioeconomic Status, Students with Disabilities, English Language Learners (ELL), Migrant and Homeless (District Level)

| | Socioeconomic Status | | | | Students with Disabilities | | | | |
| | Free Meals | | Reduced Meals | | | | | | |
Post-Graduation Plans	Male	Female	Male	Female	Male	Female	ELL	Migrant	Homeless
4 - Year College or University	0	2	1	2	0	0	0	0	0
2 - Year College	7	3	1	2	7	1	0	0	0
Other Type College/Other Postsecondary	0	0	0	0	0	0	0	0	0
Employment	0	0	0	1	0	0	0	0	0
Unemployment	0	0	0	0	0	0	0	0	0
Parenting	0	0	0	0	0	0	0	0	0
Military Service	0	0	0	0	0	0	0	0	0
All Other Graduates/Status Unknown	0	0	0	0	0	0	0	0	0
Receiving Special Education Transition Services	0	0	0	0	0	0	0	0	0
Total by Gender	7	5	2	5	7	1	0	0	0

NOTE: Drilldown lists are not available for socioeconomic status, because this is federally protected information.

UNRESOLVED EXITS AND DROPOUTS

This section 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 are not a direct match with students that are counted for or against graduation. The dropout rate is not included in Annual Measurable Objective (AMO) determination.

This data is disaggregated by building/grade, gender, race/ethnicity, socioeconomic status, student with disabilities, English language learner (ELL), migrant and homeless.

> **NOTE:** Any unresolved exits in grades 7-12 are counted in the school's and district's dropout calculations.

Dropouts Table 1-Unresolved Exits and Dropouts

2014-2015 Unresolved Exits and Dropouts (District Level)

Unresolved exits includes grades K-12. However, unresolved exits in grades 7-12 will count as dropouts in the district's dropout calculation if they are not resolved.

In the table below:

· Dropouts= the total number of dropouts for the district in grades 7-12
· Unresolved exits= the total number of unresolved exits for the district in grades K-12
· District total= building subtotal + unresolved exits (only grades 7-12)

NOTE: If your district has unresolved exits in grades K-6 then the building subtotal + unresolved exits will NOT equal the district total.

Unresolved exit simply means that the student does not have an EXIT record in the KIDS system. If you send an EXIT record for the student (with an EXIT/withdrawal date after 10-1-14) the student will be "resolved".

Dropouts:	3
Unresolved Exits:	0
District Total:	3

Unresolved exit data is pre-populated based on students who:
  * Are "owned" by the school in KIDS (have the school listed as the AYP school in Assignment)
  * Were submitted at some point last year as part of an ENRL or EOYA record (or both)
  * Were not submitted on an EXIT record last year
  * Have not been submitted to KIDS this year on an ENRL or ASGT record.

> **NOTE:** If your district total does not match the number of records in the district total drilldown list, you have a student(s) with an unresolved exit from two different schools in your district.

Dropouts Table 2

2014-2015 Dropouts by Building and Gender (District Level)

NOTE: 2014-2015 dropout data for grades 9-11 could affect future years' graduation rates. Be sure to review the data and make appropriate corrections now. The dropout tables are calculated based on activity from the 2014-2015 school year only. **These dropouts will not be a direct match with the non-graduates listed in the cohort graduation pages.**

Building Name	Total Headcount	Male	Female
2776 - Cheylin Dist Cheyenne Co	0	0	0
2780 - Cheylin Jr/Sr High	0	0	0
3374 - Cheylin Elementary	0	0	0
Total	0	0	0

District-level staff can access building-level detail by clicking on the building name for *any* screen. Any school with 7-12 grade will have dropout data.

Dropouts Table 3

2014-2015 Dropouts by Race/Ethnicity and Gender (District Level)

| | Ethnicity | | Race | | | | | | | | | | | | |
| | Hispanic | | White | | Nat. HI/Pacific Islander | | Black/African American | | American Indian/Alaska Native | | Asian | | Multi-Ethnic | |
Building Name	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female
2776 - Cheylin Dist Cheyenne Co	0	0	0	0	0	0	0	0	0	0	0	0	0	0
2780 - Cheylin Jr/Sr High	0	0	0	0	0	0	0	0	0	0	0	0	0	0
3374 - Cheylin Elementary	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Total	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Subgroup Total	0		0		0		0		0		0		0	

TIP: If you click on these hyperlinks, you will be able to see a drilldown list of students included in that number. These drilldown lists can be downloaded. Use caution when downloading this information as it is personally identifiable.

NOTE: If you notice that student information is missing (i.e. name or grade) it is because this information was not included on an EXIT or EOYA record submitted by the building.

Dropouts Table 4

2014-2015 Dropouts by Gender, Socioeconomic Status, Students with Disabilities, English Language Learners (ELL), Migrant and Homeless (District Level)

| | Socioeconomic Status | | | | Students with Disabilities | | | | |
| | Free Meals | | Reduced Meals | | | | | | |
Building Name	Male	Female	Male	Female	Male	Female	ELL	Migrant	Homeless
2776 - Cheylin Dist Cheyenne Co	0	0	0	0	0	0	0	0	0
2780 - Cheylin Jr/Sr High	0	0	0	0	0	0	0	0	0
3374 - Cheylin Elementary	0	0	0	0	0	0	0	0	0
Total	0	0	0	0	0	0	0	0	0
Subgroup Total	0		0		0				

NOTE: Drilldown lists are not available for socioeconomic status, because this is federally protected information.

GRADUATES: 2012-2015 Four-Year Cohort Information

This section displays the 2012-2015 four-year adjusted cohort graduation data. This data is disaggregated by grade, gender, race/ethnicity, socioeconomic status, student with disabilities, English language learner (ELL), migrant and homeless.

2012-2015 Four-Year Cohort Table 1

Bldg Number	Building Name
2776	Cheylin Dist Cheyenne Co
2780	Cheylin Jr/Sr High

Select a building to see the building level 2012-2015 four-year adjusted cohort report.

District-level staff can access building-level detail by clicking on the building name for *any* screen. Any school with 9-12 grade will have 2012-2015 four-year adjusted cohort data.

2012-2015 Four-Year Cohort Table 2

2012-2015 Four-Year Adjusted Cohort Summary by Gender (District Level)

The data in this table shows the district's 2012-2015 four-year adjusted cohort data.

Cohort Information	Total Headcount	Male	Female
Graduates	9	4	5
2015 Non-Graduates	0	0	0
2014 Non-Graduates	0	0	0
2013 Non-Graduates	0	0	0
2012 Non-Graduates	0	0	0
Total	9	4	5
Graduation Rate	100.0%	100.0%	100.0%

NOTE: If the sum of the graduates and non-graduates above does not match the actual total listed above this means that:
1. A student was a 2011 non-graduate (exited between 7-1-11 and 9-30-11). The student is still part of the cohort, but will not appear in a 2011 non-graduate line. The student is included in the total drilldown.
2. A student has been included in the cohort in error. Refer to the Special Circumstances Remove from Cohort page to see if a middle or elementary school student was included in the cohort in error.

2012-2015 Four-Year Cohort Table 3

2012-2015 Four-Year Adjusted Cohort Summary by Race/Ethnicity and Gender (District Level)

Race and ethnicity are based on the EXIT or EOYA record with the latest school entry date. If the EOYA and EXIT have the same school entry date then the EXIT record will be used.

| | Ethnicity | | Race | | | | | | | | | | | |
| | Hispanic | | White | | Nat. HI/Pacific Islander | | Black/African American | | American Indian/Alaska Native | | Asian | | Multi-Racial | |
Cohort Information	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female
Graduates	0	0	4	4	0	0	0	0	0	1	0	0	0	0
2015 Non-Graduates	0	0	0	0	0	0	0	0	0	0	0	0	0	0
2014 Non-Graduates	0	0	0	0	0	0	0	0	0	0	0	0	0	0
2013 Non-Graduates	0	0	0	0	0	0	0	0	0	0	0	0	0	0
2012 Non-Graduates	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Total	0	0	4	4	0	0	0	0	0	1	0	0	0	0
Graduation Rate	NA	NA	100.0%	100.0%	NA	NA	NA	NA	NA	100.0%	NA	NA	NA	NA
Graduation Rate by Race/Ethnicity	NA		100.0%		NA		NA		100.0%		NA		NA	

TIP: If you click on these hyperlinks, you will be able to see a drilldown list of students included in that number. These drilldown lists can be downloaded. Use caution when downloading this information as it is personally identifiable.

NOTE: If you notice that student information is missing (i.e. name or grade) it is because this information was not included on an EXIT or EOYA record submitted by the building.

2012-2015 Four-Year Cohort Table 4

2012-2015 Four-Year Adjusted Cohort Summary by Gender, Socioeconomic Status, Students with Disabilities, English Language Learners (ELL), Migrant and Homeless (District Level)

Inclusion in the subgroups below is based on student membership in the subgroup at any time during the four-year adjusted cohort.

| | Socioeconomic Status | | | | Students with Disabilities | | | | |
| | Free Meals | | Reduced Meals | | | | | | |
Cohort Information	Male	Female	Male	Female	Male	Female	ELL	Migrant	Homeless
Graduates	1	3	1	1	0	0	0	0	0
2015 Non-Graduates	0	0	0	0	0	0	0	0	0
2014 Non-Graduates	0	0	0	0	0	0	0	0	0
2013 Non-Graduates	0	0	0	0	0	0	0	0	0
2012 Non-Graduates	0	0	0	0	0	0	0	0	0
Total	1	3	1	1	0	0	0	0	0
Graduation Rate	100.0%	100.0%	100.0%	100.0%	NA	NA	NA	NA	NA
Graduation Rate by Subgroup	100.0%		100.0%		NA				

NOTE: Drilldown lists are not available for socioeconomic status, because this is federally protected information.

2011-2015 Five-Year Cohort Information

This section displays the 2011-2015 five-year adjusted cohort graduation data. This data is disaggregated by grade, gender, race/ethnicity, socioeconomic status, student with disabilities, English language learner (ELL), migrant and homeless.

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

2011-2015 Five-Year Cohort Table 1

Select a building to see the building level 2011-2015 five-year adjusted cohort report.

Bldg Number	Building Name
0100	Erie Dist Neosho Co
0105	Erie High Charter School - Closed
0113	Erie High School

District-level staff can access building-level detail by clicking on the building name for *any* screen. Any school with 9-12 grade will have 2011-2015 five-year adjusted cohort data.

2011-2015 Five-Year Cohort Table 2

2011-2015 Five-Year Adjusted Cohort Summary by Gender (District Level)

The data in this table shows the district's five-year adjusted cohort data.

Cohort Information	Total Headcount	Male	Female
Graduates	2	1	1
2015 Non-Graduates	0	0	0
2014 Non-Graduates	0	0	0
2013 Non-Graduates	41	23	18
2012 Non-Graduates	2	0	2
2011 Non-Graduates	0	0	0
Total	45	24	21
Graduation Rate	4.4%	4.2%	4.8%

2011-2015 Five-Year Cohort Table 3

2011-2015 Five-Year Adjusted Cohort Summary by Race/Ethnicity and Gender (District Level)

Race and ethnicity are based on the EXIT or EOYA record with the latest school entry date. If the EOYA and EXIT have the same school entry date then the EXIT record will be used.

Cohort Information	Ethnicity - Hispanic Male	Hispanic Female	Race - White Male	White Female	Nat. HI/Pacific Islander Male	Nat. HI/Pacific Islander Female	Black/African American Male	Black/African American Female	American Indian/Alaska Native Male	American Indian/Alaska Native Female	Asian Male	Asian Female	Multi-Racial Male	Multi-Racial Female
Graduates	0	0	1	1	0	0	0	0	0	0	0	0	0	0
2015 Non-Graduates	0	0	0	0	0	0	0	0	0	0	0	0	0	0
2014 Non-Graduates	0	0	0	0	0	0	0	0	0	0	0	0	0	0
2013 Non-Graduates	0	1	23	16	0	0	0	1	0	0	0	0	0	0
2012 Non-Graduates	0	0	0	2	0	0	0	0	0	0	0	0	0	0
2011 Non-Graduates	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Total	0	1	24	19	0	0	0	1	0	0	0	0	0	0
Graduation Rate	NA	0.0%	4.2%	5.3%	NA	NA	NA	0.0%	NA	NA	NA	NA	NA	NA
Graduation Rate by Race/Ethnicity	0.0%		4.7%		NA		0.0%		NA		NA		NA	

> **TIP:** If you click on these hyperlinks, you will be able to see a drilldown list of students included in that number. These drilldown lists can be downloaded. Use caution when downloading this information as it is personally identifiable.

> **NOTE:** If you notice that student information is missing (i.e. name or grade) it is because this information was not included on an EXIT or EOYA record submitted by the building.

2011-2015 Five-Year Cohort Table 4

2011-2015 Five-Year Adjusted Cohort Summary by Gender, Socioeconomic Status, Students with Disabilities, English Language Learners (ELL), Migrant and Homeless (District Level)

Inclusion in the subgroups below is based on student membership in the subgroup at any time during the four-year adjusted cohort.

Cohort Information	Socioeconomic Status - Free Meals Male	Free Meals Female	Reduced Meals Male	Reduced Meals Female	Students with Disabilities Male	Students with Disabilities Female	ELL	Migrant	Homeless
Graduates	1	1	0	0	0	0	0	0	0
2015 Non-Graduates	0	0	0	0	0	0	0	0	0
2014 Non-Graduates	0	0	0	0	0	0	0	0	0
2013 Non-Graduates	11	8	2	2	3	1	0	1	0
2012 Non-Graduates	0	2	0	0	0	0	0	0	0
2011 Non-Graduates	0	0	0	0	0	0	0	0	0
Total	12	11	2	2	3	1	0	1	0
Graduation Rate	8.3%	9.1%	0.0%	0.0%	0.0%	0.0%	NA	0.0%	NA
Graduation Rate by Subgroup	8.7%		0.0%		0.0%				

> **NOTE:** Drilldown lists are not available for socioeconomic status, because this is federally protected information.

HISTORICAL FOUR-YEAR COHORT INFORMATION

2011-2014 Four-Year Cohort

This section displays the historical 2011-2014 four-year adjusted cohort graduation data. This data is disaggregated by grade, gender, race/ethnicity, socioeconomic status, student with disabilities, English language learner (ELL), migrant and homeless.

2010-2013 Four-Year Cohort

This section displays the historical 2010-2013 four-year adjusted cohort graduation data. This data is disaggregated by grade, gender, race/ethnicity, socioeconomic status, student with disabilities, English language learner (ELL), migrant and homeless.

2009-2012 Four-Year Cohort

This section displays the historical 2009-2012 four-year adjusted cohort graduation data. This data is disaggregated by grade, gender, race/ethnicity, socioeconomic status, student with disabilities, English language learner (ELL), migrant and homeless.

2008-2011 Four-Year Cohort

This section displays the historical 2008-2011 four-year adjusted cohort graduation data. This data is disaggregated by grade, gender, race/ethnicity, socioeconomic status, student with disabilities, English language learner (ELL), migrant and homeless.

2007-2010 Four-Year Cohort

This section displays the historical 2007-2010 four-year adjusted cohort graduation data. This data is disaggregated by grade, gender, race/ethnicity, socioeconomic status, student with disabilities, English language learner (ELL), migrant and homeless.

2006-2009 Four-Year Cohort

This section displays the historical 2006-2009 four-year adjusted cohort graduation data. This data is disaggregated by grade, gender, race/ethnicity, socioeconomic status, student with disabilities, English language learner (ELL), migrant and homeless.

NOTE: Corrections cannot be made to historical four-year adjusted cohorts. This data was already used for AYP/AMO determination and has been reported on the KSDE website. It is displayed for information purposes only.

HISTORICAL FIVE-YEAR COHORT INFORMATION

2010-2015 Five-Year Cohort

This section displays the historical 2010-2015 five-year adjusted cohort graduation data. This data is disaggregated by grade, gender, race/ethnicity, socioeconomic status, student with disabilities, English language learner (ELL), migrant and homeless.

2009-2013 Five-Year Cohort

This section displays the historical 2009-2013 five-year adjusted cohort graduation data. This data is disaggregated by grade, gender, race/ethnicity, socioeconomic status, student with disabilities, English language learner (ELL), migrant and homeless.

2008-2012 Five-Year Cohort

This section displays the historical 2008-2012 five-year adjusted cohort graduation data. This data is disaggregated by grade, gender, race/ethnicity, socioeconomic status, student with disabilities, English language learner (ELL), migrant and homeless.

2007-2011 Five-Year Cohort

This section displays the historical 2007-2011 five-year adjusted cohort graduation data. This data is disaggregated by grade, gender, race/ethnicity, socioeconomic status, student with disabilities, English language learner (ELL), migrant and homeless.

2006-2010 Five-Year Cohort

This section displays the historical 2006-2010 five-year adjusted cohort graduation data. This data is disaggregated by grade, gender, race/ethnicity, socioeconomic status, student with disabilities, English language learner (ELL), migrant and homeless.

NOTE: Corrections cannot be made to the historical five-year adjusted cohorts. This data was already used for AYP/AMO determination and has been reported on the KSDE website. It is displayed for information purposes only.

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 the cohort. These situations will be very unique and will not apply to all non-graduates.

On the Special Circumstances Remove from Cohort page there are five questions to help determine eligibility for a student to be removed from the cohort. If the student meets the criteria of the five questions, then he/she is eligible to be removed from the cohort. Buildings should follow the process below:

NOTE: The student is simply eligible for removal from the cohort. Actual removal from the cohort requires further KSDE approval.

1. Select the student from the list
2. Select a removal reason
3. Add a comment FULLY explaining the student's situation and describing the documentation available
4. Add an email address
5. Click "insert" to send the request to KSDE

NOTE: Buildings no longer need to send KSDE a detailed email. Instead the information should be included in the comment box.

KSDE staff will then evaluate the student's situation and make a determination whether to remove the student from the cohort. Once this is complete, the student will show up in the Approved Students or Disapproved Students lists.

REPORT SIGN-OFF

Building Administrators

All accredited buildings (public and private) must login to the DGSR to certify the unresolved exits, dropouts and graduate totals for the previously completed school year are accurate.

By submitting this report, you are agreeing the data is accurate. You will not have an opportunity to correct this data after the submission window has closed. This affects dropout and graduation calculations that are reported for your building.

IMPORTANT: You must submit the report even if you have zero unresolved exits and dropouts for your building.

After navigating through each screen, your last screen will be the Report Sign-off screen.   To electronically certify the data is accurate, you must click the <Submit to Superintendent> button. When you click this button, it will lock the data and notify the Superintendent you have approved your data, thus allowing him/her to sign-off at the district level.

> After submitting to Superintendent, the building status will change to Complete

Building Status: **Incomplete**

Building Sign-Off

District-level users can return to the District page by clicking the 'Return to Building List' button at the bottom of the page.

The Dropout Graduation Summary Report must be submitted by October 30, 2015,

To electronically certify the data is accurate, you must click the <Submit to Superintendent> button. When you click this button, it will lock the data and notify the Superintendent you have approved your data, thus allowing him/her to Sign-off at the district level.

If any corrections need to be made to the dropout or graduate data, submit EXIT records to the KIDS collection prior to submitting the Dropout Graduation Summary Report for the affected building and district. If corrections need to be made to the data after a district or school has submitted the report, and the submission window is still open, the superintendent may contact the KSDE Helpdesk at 785-296-7935 to request that the building or district report be unlocked.

Calculations have the potential to change even after a district has signed off. This can occur when new exits from another building or district are submitted through the KIDS Collection System which causes a student to be counted for a different building or if a student is approved for special circumstances to be removed from the cohort.

[Submit to Superintendent]   [Unlock Building]

[Return to building list]

If the Dropout/Graduation Summary Report for the building is **Complete** [Submitted to Superintendent] and you realize 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 [i.e. before October 30.]

District Administrators

After each principal has certified the dropout and graduation data is accurate for the previously completed school year by <Submitting to Superintendent> on the Building Sign-off screen, superintendents will be required to submit each of their building's data to KSDE. For each building that has a checkmark in the Bldg. Sign Off column, you should select the building to confirm you are in agreement with the totals prior to placing a checkmark in the District Sign-off column and <Submit> to KSDE.

NOTE: If the Principal has not signed off for a building, the superintendent can access that building's Dropout/Graduation Summary report by clicking on the building name from this screen. After the Superintendent reviews the building information he or she can approve the building report by clicking on the <Submit to Superintendent> button, then clicking <Return to Building List> to return to the district level report.

IMPORTANT: Central Office must also submit the "Central Office" as a building (includes students attending a dropout recovery program, alternative program, etc.) This may show "zero" in many districts. The dropout application will not be complete until the Central Office report is submitted.

If the Dropout/Graduation Summary Report for the district is **Complete** [Submitted to KSDE] and 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 (i.e. before October 30).
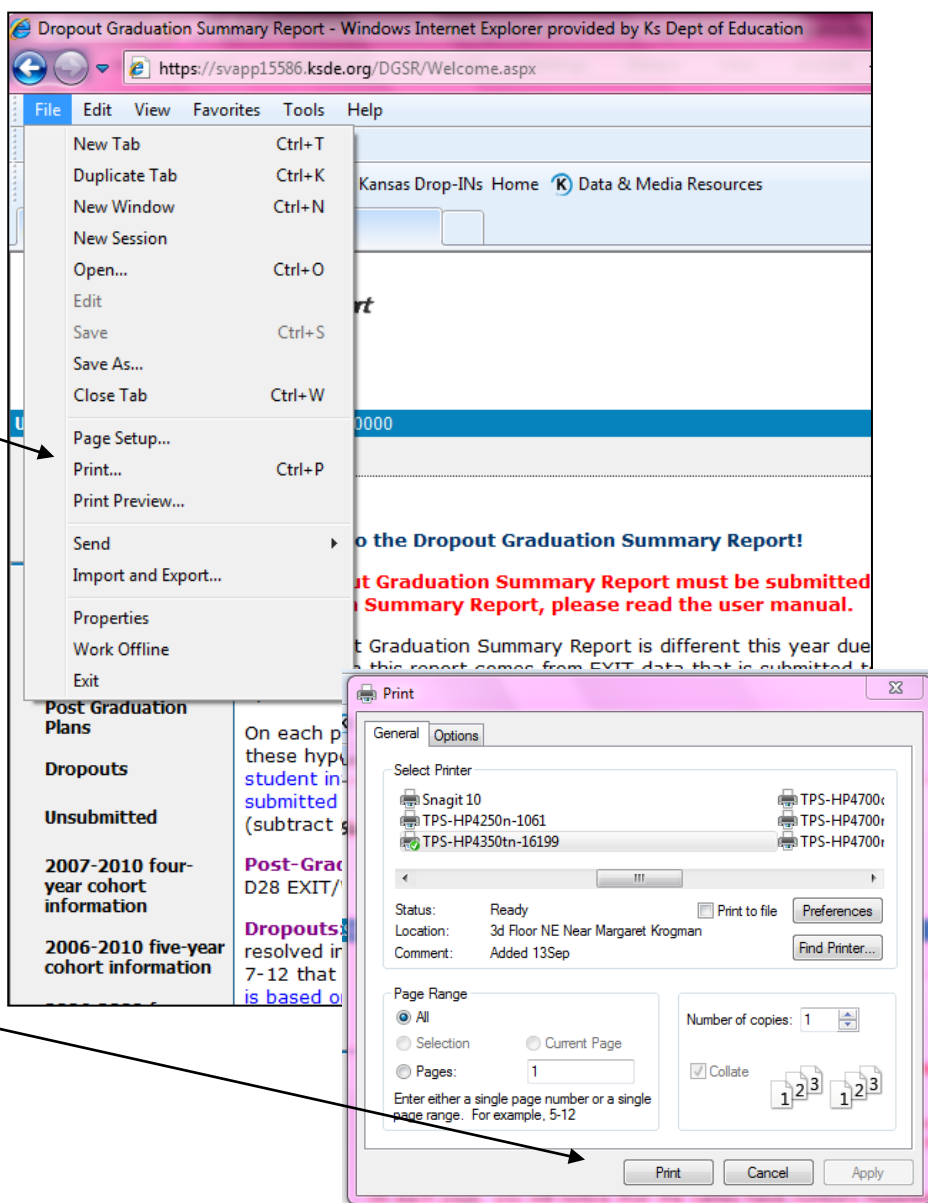
Part IX: Printing the Dropout/Graduation Summary Report

In order to print, you will need to print each screen directly from the web browser.

From the browser, click "File", then select "Print".

A popup message will appear.

Click "Print" button to send to your printer. This will need to be repeated for each screen that needs to be printed.

NOTE: Depending upon your browser, you may want to select the PRINT PREVIEW function and use the Shrink to Fit adjustment to allow each screen to print on a single page.

If you have any suggestions about the user guide, we welcome your comments.
Please email comments to Jessica Noble (jnoble@ksde.org)