

Dropout Graduation Summary Report New User Training

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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.



What is the Dropout Graduation Summary Report?

On the DGSR schools and districts can review and sign-off on three pieces of data:

- Post-Graduation Plans
- Unresolved Exits and Dropouts
- Graduates

Buildings with grades K-8 only need to review their unresolved exits and dropout data

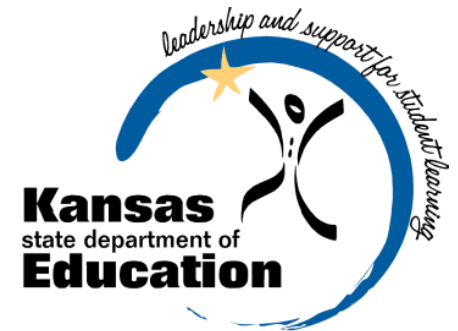


Dropout Graduation Summary Report Submission Window

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.

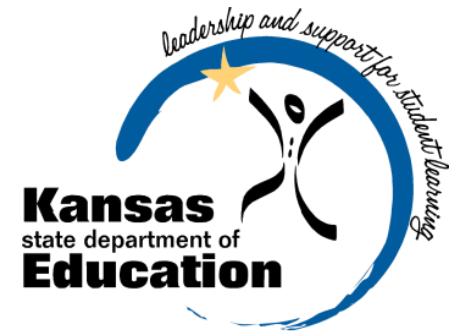


Where Can I Find the Dropout Graduation Summary Report?

Individuals who do not have access to KSDE web applications need to register.

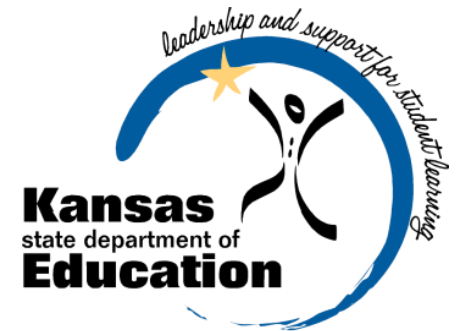
- <https://online.ksde.org/authentication/login.aspx>

There are detailed instructions in the Kansas Graduation and Dropout Information Handbook



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



Navigating the DGSR

- Post-graduation, dropout and graduation data display the same three tables at the building and district level
- XXXXX by Gender
- XXXXX by Race/Ethnicity and Gender
- XXXXX by Gender, Socioeconomic Status, Students with Disabilities, English Language Learners (ELL), Migrant and Homeless

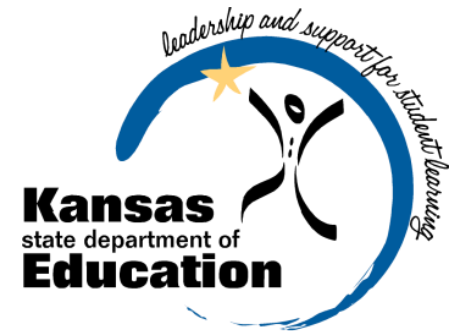


Navigating the DGSR

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



Navigating the DGSR

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

Post-Graduation Plans	Ethnicity		Race											
	Hispanic		White		Nat. HI/Pacific Islander		Black/African American		American Indian/Alaska Native		Asian		Multi-Ethnic	
	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



Navigating the DGSR

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

Post-Graduation Plans	Socioeconomic Status				Students with Disabilities		ELL	Migrant	Homeless
	Free Meals		Reduced Meals		Male	Female			
	Male	Female	Male	Female	Male	Female			
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



Drilldown Lists

Student Details

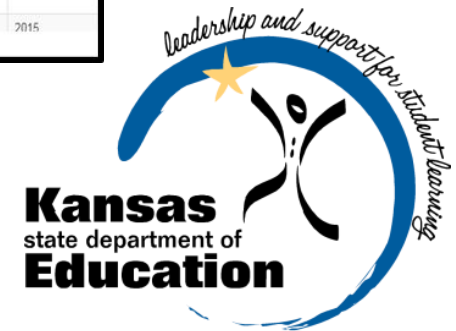
Warning!!! Student's personal information; please keep confidential

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
D0101	0112	Barnes	Elizabeth	Mary	4712282021	5/20/2015 12:00:00 AM	6/20/1997 12:00:00 AM	8	1	White	0	0	FEMALE	0	12	2012	2015
D0101	0112	Barnhart	Tracie	Yvonne	2811882811	5/20/2015 12:00:00 AM	7/12/1996 12:00:00 AM	8	1	White	0	0	MALE	0	12	2012	2015
D0101	0112	Cheney	Marisa	Heather	6814482226	5/20/2015 12:00:00 AM	12/12/1996 12:00:00 AM	8	0	White	0	0	FEMALE	0	12	2012	2015
D0101	0112	Collins	Alan	Tracy	4817882821	5/20/2015 12:00:00 AM	10/16/1996 12:00:00 AM	8	0	White	0	0	MALE	0	12	2012	2015
D0101	0112	Craven	Alan	Tracy	8812811188	5/20/2015 12:00:00 AM	7/31/1997 12:00:00 AM	8	0	White	0	0	MALE	0	12	2012	2015
D0101	0112	Delton	Elizabeth	Theresa	6811811781	5/20/2015 12:00:00 AM	11/12/1996 12:00:00 AM	8	0	White	0	0	FEMALE	0	12	2012	2015
D0101	0112	Evans	Erin	Joseph	5811182711	5/9/2015 12:00:00 AM	11/25/1996 12:00:00 AM	8	1	White	0	0	FEMALE	0	12	2012	2015
D0101	0112	Francis	Bob	Laurel	1888181226	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
D0101	0113	Graham	M.	Shawn	2624418199	5/20/2015 12:00:00 AM	3/23/1997 12:00:00 AM	8	1	White	0	0	MALE	0	12	2013	2015
D0101	0113	Hawkinson	Paul	Joey	8325821426	5/20/2015 12:00:00 AM	4/9/1996 12:00:00 AM	8	1	White	0	0	MALE	0	12	2012	2015
D0101	0113	Holler	Rae	Tanna	5142295498	5/9/2015 12:00:00 AM	7/16/1996 12:00:00 AM	8	0	White	0	0	FEMALE	0	12	2012	2015
D0101	0113	Janssen	Thomas	Ashton	8401350387	5/20/2015 12:00:00 AM	1/13/1997 12:00:00 AM	8	1	White	0	0	MALE	0	12	2012	2015
D0101	0113	Johnson	Elizabeth	Lauren	8309510624	5/20/2015 12:00:00 AM	4/24/1998 12:00:00 AM	8	0	White	0	0	FEMALE	0	12	2012	2015
D0101	0113	Kendall	Thomas	Austin	3340142033	5/20/2015 12:00:00 AM	4/24/1997 12:00:00 AM	8	0	White	0	0	MALE	0	12	2012	2015



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).



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.



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.



Historical Unresolved Exits and Dropouts

- Displays the 2008-2009, 2009-2010, 2010-2011, 2011-2012, 2012-2013 and 2013-2014 unresolved exits and dropouts
- Corrections cannot be made to historical unresolved exit and dropout data. This data has already been reported on the KSDE website. It is displayed for information purposes only.



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.



2012-2015 Four-Year Cohort Information

The 2012-2015 four-year adjusted cohort graduation formula:

(# Cohort members graduating prior to 10/1/2015)

(# 1st time 9th graders in 2011-2012, plus transfers in, minus students who transfer out, emigrate or die during 2011-12, 2012-13, 2013-14, 2014-15)



2011-2015 Five-Year Cohort Information

The 2011-2015 five-year adjusted cohort graduation formula:

(# Cohort members graduating prior to 10/1/2015)

(# 1st time 9th graders in 2010-2011, plus transfers in, minus students who transfer out, emigrate or die during 2010-11, 2011-12, 2012-13, 2013-14, 2014-15)



Graduation Data

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.

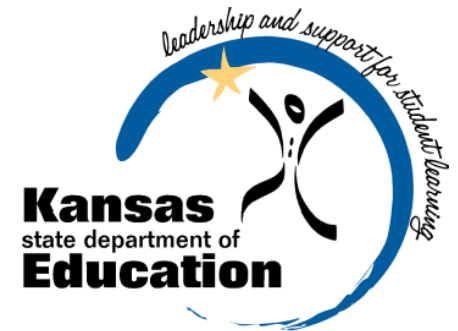
Cohort Information	Total Headcount	Male	Female
Graduates	40	21	19
2015 Non-Graduates	3	2	1
2014 Non-Graduates	0	0	0
2013 Non-Graduates	2	0	2
2012 Non-Graduates	1	1	0
Total	46	24	22
Graduation Rate	87.0%	87.5%	86.4%

This is the 2015 four-year graduation rate for this district



Historical Four-Year Cohort Information

- Displays the 2011-2014, 2010-2013, 2009-2012, 2008-2011, 2007-2010 and 2006-2009 four-year cohort data
- Corrections cannot be made to historical four-year adjusted cohorts. This data was already used for AMO determination and has been reported on the KSDE website. It is displayed for information purposes only.



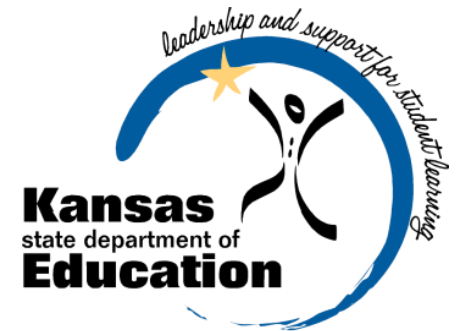
Historical Four-Year Cohort Information

- Displays the 2011-2014, 2010-2013, 2009-2012, 2008-2011, 2007-2010 and 2006-2009 four-year cohort data
- Corrections cannot be made to historical four-year adjusted cohorts. This data was already used for AMO determination and has been reported on the KSDE website. It is displayed for information purposes only.



Historical Five-Year Cohort Information

- Displays the 2010-2014, 2009-2013, 2008-2012, 2007-2011 and 2006-2010 five-year cohort data
- Corrections cannot be made to historical five-year adjusted cohorts. This data was already used for AMO determination and has been reported on the KSDE website. It is displayed for information purposes only.



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.



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.



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.



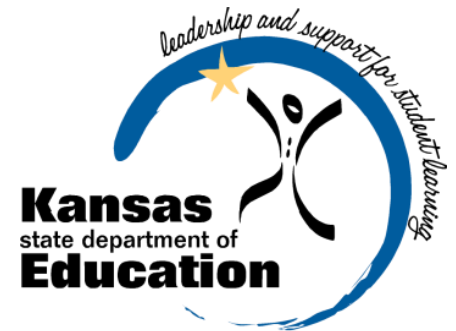
Correcting Data

- 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.]



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.



Special Circumstances Remove from Cohort

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

Students: 1319640036 - Zolotor, Michael G	▼	Removal Reason:	
Student was a homeschool student who attended classes at public school part-time		▼	Insert

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



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



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



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?



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



The screenshot shows a web form with the following fields and elements:

- Students:** A dropdown menu with a blurred selection.
- Removal Reason:** A text input field containing the word "test".
- Comment:** A large, empty text area for providing details.
- Email:** A text input field for the contact email address.
- Insert:** A blue button at the bottom left to submit the request.

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



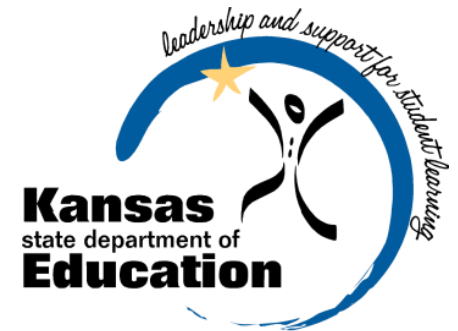
Helpful Tips: Post Grad Plans

- 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.
- 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



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



Helpful Tips: Four-Year Cohort

- If there are 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



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.

Building Name	Bldg. Sign Off	Dist. Sign Off
[REDACTED]	<input type="checkbox"/>	<input type="checkbox"/>
[REDACTED]	<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/> Select All

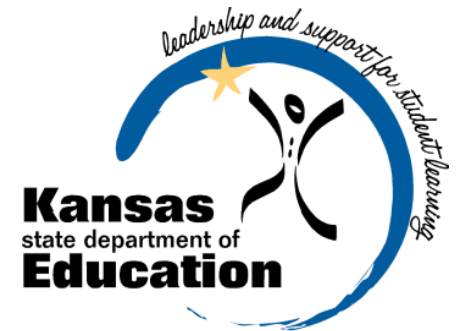


Helpful Links

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>



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

