



Washington Office of Superintendent of  
**PUBLIC INSTRUCTION**



*Graduation  
Cohort Rates  
Data Review:*

# Graduation Cohort Rates Data Review

## User Guide

### Prepared by:

Lisa A Ireland, CEDARS Data Manager, Student Information Department

[AskSI@k12.wa.us](mailto:AskSI@k12.wa.us) | 360-725-6358

### Contacts/Questions

For questions regarding reporting procedures or dashboard use please contact:

[Lisa Ireland](#), CEDARS Data Manager, (360) 725-6358

[AskSI@k12.wa.us](mailto:AskSI@k12.wa.us)

For technical questions, please contact:

[Customer Support](#), 1 (800) 725-4311

[CustomerSupport@k12.wa.us](mailto:CustomerSupport@k12.wa.us)

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# Introduction

This User Guide is intended for use when reviewing and providing any updates to the 2023-24 Tableau workbook District Preview: Graduation Cohort Rates data.. This data is also known as the Adjusted Cohort Graduation and Dropout data or, formerly, the P210.

## Summary

The dashboard is intended for district/LEAs to review and approve data submitted to the state which will be used to meet state and federal reporting requirements.

Data populated into the dashboard is sourced from data submitted to [OSPI's Comprehensive Education Data and Research System \(CEDARS\)](#) with specific business rules applied identified in the [federal cohort guidelines](#).

The User Guide provides an overview of the data populated in the dashboard from CEDARS as well as the source of the data and steps for reviewing and updating the final data.

The deadline for submitting final updates to CEDARS is **October 11, 2024**, these changes will be reflected in the tableau workbook, District Preview: Graduation Cohort Dates by close of business on Monday October 14.

## ***Data Dictionary***

**CEDARS** – Comprehensive Education Data and Research System

**EDS** – Educational Data System

**LEA** – Local Education Agency, often referred to as a school district. An LEA may be a school district, state tribal education compact, charter or local Educational Service District operating as a school district.

## ***Accessing the dashboard***

The District Preview: Graduation Cohort Rates dashboard is maintained within Tableau. The Tableau Server is accessed by –

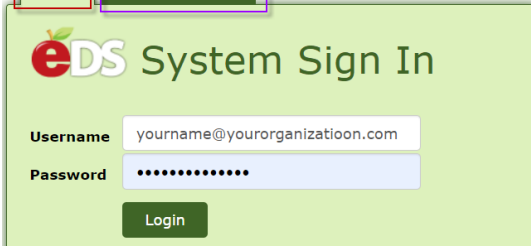
- logging into the [Education Data System](#) (EDS)
- clicking on Tableau Server
  - navigating to [Public Reporting Review Tools](#)
    - select District Preview: Graduation Cohort Rates..

Access to EDS requires a login account and password. Users new to EDS will select 'Create an Account' from the EDS log in screen. Each EDS user should have just one EDS account – the username and email address should be updated when the EDS account holder moves from organization to another.

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**Log on to EDS (Education Data System)**

[Sign In](#) [Create an Account](#)



The image shows a sign-in form for the eDS System. It features a light green background. At the top left, there are two buttons: 'Sign In' (highlighted with a red box) and 'Create an Account' (highlighted with a purple box). Below these is the 'eDS System Sign In' logo. The form includes a 'Username' field with the placeholder text 'yourname@yourorganization.com' and a 'Password' field with masked characters. A 'Login' button is located at the bottom of the form.

Access to the dashboard in Tableau requires the assignment of the Tableau role, 'Tableau SecureDataPortal-StudentDetail Interactor'. This role provides access to student-level data across your district. This role,, once assigned, takes approximately 24 hours to become active.

To be assigned a Tableau role, please contact your District Data Security Manager.

# Business Rules for Population of the Workbook

## ***Identification and placement of students in a 2023-24 cohort***

Students are identified as members of the 2023-24 4-year cohort based upon:

- Student is identified as enrolled in grade 9 for the first time at the start of a cohort, e.g., 2020-21 for the 2023-24 4-year cohort, with a graduation requirements year of 2024

Students are identified as members of the 2023-24 5-year cohort based upon:

- Student is identified as enrolled in grade 9 for the first time at the start of a cohort, e.g., 2019-20 for the 2023-24 5-year cohort, with a graduation requirements year of 2023

Students are identified as members of the 2023-24 6-year cohort based upon:

- Student is identified as enrolled in grade 9 for the first time at the start of a cohort, e.g., 2018-19 for the 2023-24 6-year cohort, with a graduation requirements year of 2022

Students are identified as members of the 2023-24 7-year cohort based upon:

- Student is identified as enrolled in grade 9 for the first time at the start of a cohort, e.g., 2017-18 for the 2023-24 7-year cohort, with a graduation requirements year of 2021

For all of the cohorts, if student enrolls in Washington after the start of the cohort, their graduation requirements year is used to determine cohort placement

The actual adjusted cohort graduation rate calculation follows students from their first appearance in the state on or after 9<sup>th</sup> grade until they leave the state public school system or the cohort period has ended.

Students last reported enrollment status (withdrawn or continuing), ethnicity/race, and gender identification submitted to CEDARS as of the end of the school year in review is reported for the student. Students submitted to CEDARS as a member of any of the reported student groups at any time during the cohort in review will be identified as a Y in the student cohort list and included in the results for that student group.

A student's graduation requirements year (GRY) may only be updated if an error was made when the data was first submitted to CEDARS. If it is determined a student's GRY was initially submitted incorrectly to CEDARS, a correction may only be made by the district/LEA that first submitted the GRY. The correction must be made in the initial school year the GRY was submitted to CEDARS. If the student has previously been included in final cohort results this data may not be corrected.

The [federal cohort guidelines](#) do not allow for any exceptions or exclusions of students upon Special Education, Bilingual/LEP or Migrant status.

Any updates or corrections to the student data must be made in your student information system (SIS) and submitted to CEDARS. If you do not have the ability to submit prior year data from your SIS to CEDARS you will need to use CEDARS Non-Standard to make updates for previous school years. The

[CEDARS Non-Standard User Guide](#) provides detailed instructions on updating records using this application.

Once successfully submitted to CEDARS the student data will be updated in the Tableau workbook within 48-72 hours.

# Reviewing the Data in Tableau

Within the tableau workbook there are 5 tabs

## Start Here

Provides the following –

- Short description of the contents of each of the 4 other tabs
- Business rules
- Description of which schools are excluded from district aggregate results
- List of your Districts CEDARS District Administrator and their contact information
- Deadline for reviewing and updating data

## Adjusted Cohort Grad Rates

The Adjusted Cohort Grad Rates tab displays a summary count and graduation rate for all the students identified in the 4-, 5-, 6- and 7-year cohorts in 2024.

Students included in these results are students whose last reported enrollment in Washington, as of the end of the reporting school year, was in the selected entity and identified as a member of the cohort, and group, in review.

Students who are members of the cohort in review are included in the counts and percentage calculation if they were last submitted to CEDARS with the following enrollment, or withdrawal, status. School withdrawal codes submitted to CEDARS are found in [CEDARS Appendices](#), Appendix M.

- Adjusted Cohort
  - Graduated, continuing enrollment or negative leaver (students with a school withdrawal of dropout or unknown status)
    - Graduated or negative leavers have been submitted to CEDARS with district and school exit dates and submitted with a school withdrawal code identifying the reason for exiting
    - Continuing students are those who were last submitted to CEDARS as still enrolled and continuing their educational services
- Dropout Count
  - Students who have been submitted to CEDARS with district and school exit dates and submitted with a school withdrawal code indicating a known reason for dropping out or the student was exited with an 'Unknown' status (negative leavers)
- Graduate Count
  - Students who have been submitted to CEDARS with district and school exit dates and submitted with a school withdrawal code indicating they have been graduated with a high school diploma or have earned an associate degree while enrolled in the reporting district and school
- Graduation Rate
  - Graduate Count (Numerator) / Adjusted Cohort

The Adjusted Cohort Grad Rate data can be filtered by -

- School year
- District, school, or 'All' to display both district and school results
- Cohort group, 4-, 5-, 6- or 7-year and,



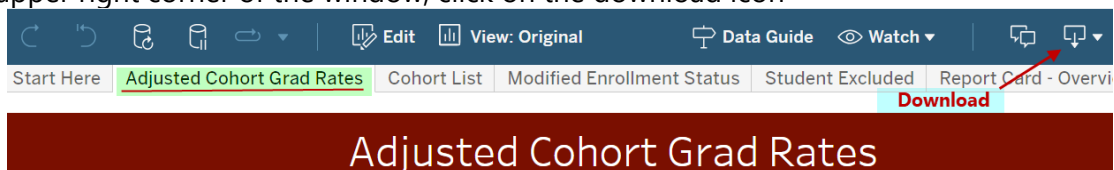
- Student group

Within the Adjusted Cohort Grad Rates display If the school is excluded from district aggregate results, an identifier (✓) will be displayed to the right of the Graduation Rate in a column titled 'Excluded from District Aggregation'

Below the Adjusted Cohort Grad Rates data there is a section titled 'Understanding This Data. This section provides a description of which students are included in each of the results columns, Adjusted Cohort, Dropouts, Graduation and Continuing Counts and Graduation Rate

The Adjusted Cohort Grad Rates can be viewed within the application or downloaded. To download the data the user must follow the steps below –

- In the upper right corner of the window, click on the download icon



- The small pop-up window displayed below will appear, allowing the user to select the format in which to download their data

## Cohort List

The cohort list tab contains all students identified in a given cohort. This list includes graduates, continuing, students, negative leavers and those students who were last submitted to CEDARS with district and school exit dates and school withdrawal codes identifying the students with a confirmed transfer out of the district or those students who have become deceased.

Details included in the cohort list included but are not limited to

- School name and school code, school enter and exit dates (if student was exited)
- District id and state student identifier (SSID)
- Student demographics – name, gender identification, dob, grade level, ethnicity/race
- Graduation requirements year (GRY), Expected year of graduation (EYG)
- Student group membership
- Last reported school year
  - If the district/school identifies any updates/changes that need to be made for the student this data allows the district/school to determine the school year in which the change must be submitted to CEDARS

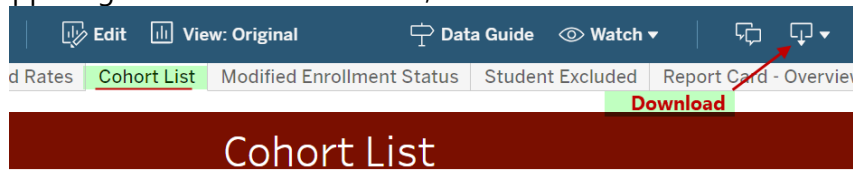
The cohort list can be filtered by -

- School year
- District, school, or 'All' to display students included at the district and school level
  - Using the 'All' filter will result in duplicate student records being displayed
- Cohort group, 4-, 5-, 6- or 7-year and,
- Student group

Users can search for individual students using their SSID

The cohort list can be viewed within the application or downloaded. To download the data the user must follow the steps below –

- Within the student list click on a field to highlight and then click to unhighlight the data
- In the upper right corner of the window, click on the download icon



- A small pop-up window will appear, allowing the user to select the format in which to download their data
  - Selecting the 'Data' format is recommended for the cohort list
    - After clicking 'Data' a window will appear showing the student list
      - Click on the "Download all rows as a text file"
        - The file will download in Excel .csv format
- Using the downloaded file, the user can filter and view their students to determine –
  - All graduated students are identified correctly
  - Students identified as E0 – enrollment ongoing / continuing have not been exited
  - If your district/school has received confirmation of enrollment elsewhere, prior to the end of the cohort year in review, for student(s) identified as exiting in negative status (withdrawn with a school withdrawal code of D or U)

If an LEA identifies an issue in the data displayed in the cohort graduation rates, LEAs should use the "cohort list", "modified enrollment status" and "student excluded" dashboards to identify any discrepancies between their SIS and the data reported to CEDARS.

Students submitted with a school withdrawal status identifying them as a confirmed transfer out of their district are not included in the adjusted cohort graduation results. Regardless of the manner in which the request for records or verification of enrollment is received, it is the responsibility of the sending school/district to ensure the request is valid and that the information will hold up to audit and review

Districts are required to maintain official written documentation to support the withdrawal, or removal, of students consistent with ESEA section 8101(23) and (25). This official documentation must provide information that supports the school withdrawal submitted for the student, be available upon request to the SEA and auditors, and be maintained in a manner that meets student records retention requirements.

## Modified Enrollment Status

The Modified Enrolled tab displays those students who are included in the cohort results with an enrollment status that is modified from the last reported status submitted to CEDARS. These modifications fall into one of two categories, students who last submitted to CEDARS -

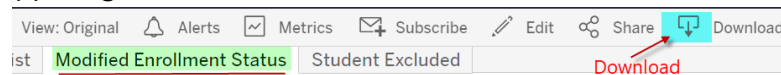
- as actively enrolled (no school exit date) but does not have any enrollment in the final school year will be included as Unknown dropouts (U1)
- with a school withdrawal code of T1 – Confirmed Transfer to Another School Within the Reporting District, but were not submitted as enrolled in another school within your district, or elsewhere in

Washington, as of the end of the cohort year in review. These students will be included in the cohort results as –

- Actively enrolled (continuing) if the school exit date associated with the school withdrawal of T1 is after May 31<sup>st</sup> in the final year of the cohort
- Unknown dropout (U1) if the school exit date associated with the school withdrawal code of T1 is on or before May 31<sup>st</sup> in the final year of the cohort

The modified enrollment status list can be viewed within the application or downloaded. To download the data the user must follow the steps below –

- Within the student list click on a field to highlight and then click to unhighlight the data
- In the upper right corner of the window, click on the download icon



## Modified Enrollment Status

- A small pop-up window will appear, allowing the user to select the format in which to download their data
  - Selecting the "Data" format is recommended for the modified students list
    - After clicking on 'Data' a window will appear showing the modified students list
      - Click on the "Download all rows as a text file"
        - The file will download in Excel .csv format

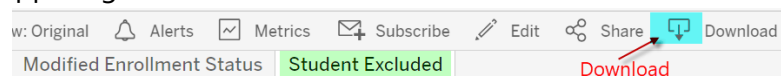
## Student Excluded

The Student Excluded tab displays those students identified as belonging to the selected cohort group for the school year being reviewed, but who are excluded from cohort results due to specific business rules. Students are excluded from cohort results for three reasons, student -

- is with a status of IsPrimary=No
- last reported enrollment is in a Juvenile Detention Center School hosted by the district
- only enrollment is in a Skill Center hosted by the district

The students excluded list can be viewed within the application or downloaded. To download the data the user must follow the steps below –

- Within the student list click on a field to highlight and then click to unhighlight the data
- In the upper right corner of the window, click on the download icon



## Students Excluded

- A small pop-up window will appear, allowing the user to select the format in which to download their data
  - Selecting the "Data" format is recommended
    - After clicking on 'Data' a window will appear showing the excluded students list
      - Click on the "Download all rows as a text file"
        - The file will download in Excel .csv format

## Report Card Preview

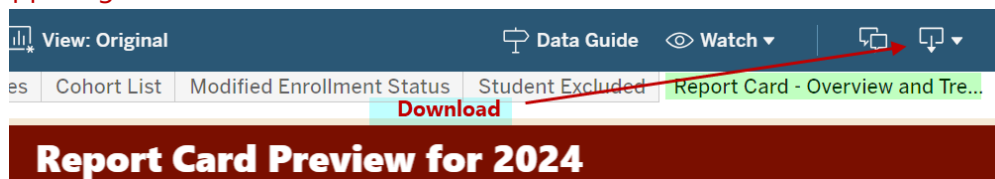
New in the 2023-24 school year, the District Preview: Graduation Cohort Rates includes two tabs that provide a preview of how the data will appear on the OSPI Report Card. These tabs should be reviewed when the district has finalized their review and update of their adjusted cohort data.

### Report Card - Overview and Trend

This worksheet allows the user to select the rate to view, graduation, continuing or dropout. Once the rate to be viewed is selected, the user can select to view the data by student group and data level, district total or by individual school.

The Report Card – Overview and Trend data can be viewed within the application or downloaded. To download the data the user must follow the steps below –

- In the upper right corner of the window, click on the download icon



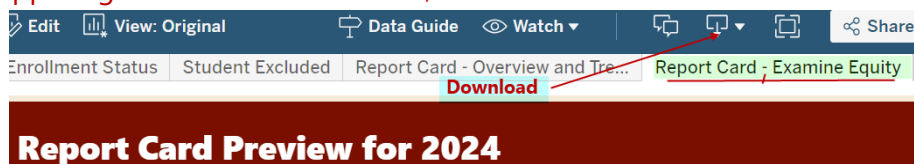
- A small pop-up window will appear, allowing the user to select the format in which to download their data
  - Selecting the format in which you want to capture your data
    - After clicking on the selected format, the download file will be created or a pop-up window will appear and then you can click on download

### Report Card – Examine Equity

This worksheet allows the user to select the adjusted cohort group, 4-, 5-, 6- or 7-year, and school year to review. Once the cohort to be reviewed is selected, the user can select to view the data by district or individual school level.

The Report Card – Examine data can be viewed within the application or downloaded. To download the data the user must follow the steps below –

- In the upper right corner of the window, click on the download icon



- A small pop-up window will appear, allowing the user to select the format in which to download their data
  - Selecting the format in which you want to capture your data
    - After clicking on the selected format, the download file will be created or a pop-up window will appear and then you can click on download

For questions related to the Report Card tabs please contact [ReportCardRedesign@k12.wa.us](mailto:ReportCardRedesign@k12.wa.us).

# Updating Students Data

Changes, corrections, or updates to a student's data must be made in your SIS and submitted to CEDARS in the school year in which the student was last submitted.

If you do not have the ability to submit a prior years full submission to CEDARS, CEDARs Non-Standard must be used to update data for the student(s) and then submitted to CEDARS. The [CEDARS Non-Standard User Guide](#) provides step-by-step instructions for updating records and resubmitting to CEDARS.

Changes submitted to CEDARS take 48-72 hours to be reflected in the Cohort Grad Rates workbook.

The deadline for submitting final updates to CEDARS is **October 11, 2024**, these changes will be reflected in the tableau workbook, District Preview: Graduation Cohort Dates by close of business on Monday October 14.