Ohio | Department of Education

John R. Kasich, Governor
Dr. Richard A. Ross, Superintendent of Public Instruction

2013-2014 School Year Graduation Rate Supplementary EMIS Data Submission Form

This form contains five sections, four of which require completion

I. Information and Instructions to understand the form
II. LEA Data
III. Student Data
IV. EMIS Data
V. Superintendent Assurances and Attestations

Section I. Instructions and Information Necessary to Understand the Form

During the 2011-2012 school year, Ohio began using the new Four-Year Adjusted Cohort Graduation Rate, which is mandated for all states by the United States Department of Education, to evaluate LEAs and buildings. Ohio also implemented a Five-Year Adjusted Cohort Graduation Rate as of the 2012-2013 school year. These rates include as graduates only those students who earn a diploma within four/five years of entering the 9th grade for the first time. This year, the 2013-2014 Local Report Cards will include both the Four-Year Adjusted Cohort Graduation Rate for the graduating class of 2013 (i.e., those students who entered 9th grade for the first time in school year 2009-2010) and the Five-Year Adjusted Cohort Graduation Rate for the graduating class of 2012 (i.e., those students who entered 9th grade for the first time in school year 2008-2009), and both rates will be displayed and used in accountability calculations.

Each graduation cohort is created when a group of students enters high school for the first time as 9th graders. This group is tracked over the next four/five years so that adjustments can be made for students who transfer in or out of the cohort any time during those four/five years. The Adjusted Cohort Graduation Rates are calculated by counting the number of students who graduate in four/five (or fewer) years in the numerator of the calculations, and counting the number of students originally counted in the cohort as 9th graders—adjusted to include students who move into or out of the LEA or building—in the denominator of the calculations.

The Ohio Department of Education recognizes that the process of creating and adjusting graduation cohorts is critical, and that a problem could arise when an LEA is unable to make necessary adjustments because the appropriate EMIS reporting period has closed. Therefore, ODE is allowing a graduation cohort adjustment process in select cases. **In no way is this supplementary EMIS data submission process for adjusting student data within a graduation cohort to be considered an opportunity to correct erroneous data submitted during a previous EMIS reporting period.**

There are two basic requirements under which an LEA may invoke this supplementary EMIS data submission process for making graduation cohort adjustments:

A. During the appropriate EMIS reporting period, an LEA reports a withdrawal code and reason for a student that keeps the student in the denominator of the graduation rate calculation (i.e., one of the types of withdrawals listed in Section III.A. of this document); and

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B. After the appropriate EMIS reporting period has closed, the LEA obtains evidence indicating that a different withdrawal code and reason that removes the student from the denominator of the graduation rate calculation (i.e., one of the types of withdrawals listed in Section III.C. of this document) should have been reported for the student.

In all cases where a withdrawal code and reason adjustment is requested for a graduation cohort, the LEA is responsible for retaining all supporting evidence for the supplementary EMIS data submission (e.g., transcript requests, record requests, court documents, medical documents, legal documents), which is subject to audit at any time. Any approved cohort reassignments will impact only the Four-Year and/or Five-Year Adjusted Cohort Graduation Rate calculation(s). No other calculations or processes using the EMIS Withdrawal Reason Element will be affected by the supplementary data provided on this form.

Please note that this 2013-2014 Graduation Rate Supplementary EMIS Data Submission process is **not** to be used for correcting SSID discrepancies between or among LEAs. Do not use this form when a student has more than one SSID (e.g., if a student enrolled in LEA A transferred to LEA B and LEA B issued a new SSID rather than maintaining the existing SSID for the student). Instead, follow the prescribed SSID deactivation procedure. If you are not familiar with this SSID deactivation procedure, please ask your EMIS Coordinator to submit a ticket to the EMIS Helpdesk for assistance.

To request a graduation cohort adjustment, an LEA must fill out this "2013-2014 School Year Graduation Rate Supplementary EMIS Data Submission Form" in its entirety and submit it to ODE via e-mail by **Friday, June 6, 2014**. Only one student and one adjustment request may be included on each form. **Under no circumstances will ODE entertain incomplete, inaccurate, altered, or late forms, nor will ODE contact LEAs to obtain required information that is omitted from any form**.

To submit this form securely to ODE, the LEA must e-mail two items separately to the Office of Accountability at accountability@education.ohio.gov. First, the LEA **must** encrypt this completed form using password protection with a program such as Microsoft Word or WinZip. Second, the LEA must send a separate e-mail containing the password to unlock the encrypted document, as well as the LEA Name and LEA IRN. The LEA **must not** include in either communication any information that could potentially identify a student (e.g., a student's name, demographic characteristics, or grade), other than the SSID required on the form, or the request **will not** be considered and will be shredded immediately. Once these two documents have been submitted appropriately, the LEA can expect to see any approved changes reflected in the Graduation Rate calculation(s) in its applicable Secure Data Center (SDC) reports once ODE staff have been able to process the adjustments and reload the adjusted data into the reports. Any questions about this data submission may be directed to ODE's Office of Accountability at 1 877-644-6338 or accountability@education.ohio.gov

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Section II. LEA Data:

A. LEA IRN: _____

B. LEA Name: _____

C. LEA County: _____

Section III. Student Data:

A. Student SSID: _____

B. Student Graduation Cohort (please select ONE by marking "X" next to the appropriate cohort year):

_____1. 2013 Four-Year Cohort (Student entered 9th grade in 2009-2010 and graduated by 2012-2013):

_____2. 2013 Five-Year Cohort (Student entered 9th grade in 2008-2009 and graduated by 2012-2013):

Section IV. EMIS Data:

A. EMIS Withdrawal Reason Element: **Original** Withdrawal Code and Reason

_____	41	Transferred to Another Ohio School District
_____	48	Expelled
_____	71	Withdrew Due to Truancy/Nonattendance
_____	72	Pursued Employment/Work Permit
_____	73	Over 18 Years of Age
_____	74	Moved
_____	75	Student Completed Course Requirements
_____	76	Non-Attendance According to 105 Hour Rule
_____	77	Withdrew due to ORC Section 3314.26 (non-tested)
_____	79	No Longer Eligible to be Enrolled in District
_____	81	Student Reported in Error

B. Original Withdrawal Date (MM/DD/YYYY) Submitted in EMIS: _____/_____/_____

C. EMIS Withdrawal Reason Element: **Supplementary** Withdrawal Code and Reason:

_____	40	Transferred to Another School District Outside of Ohio
_____	42	Transferred to a Private School
_____	43	Transferred to Home Schooling
_____	45	Transferred by Court Order/Adjudication
_____	46	Transferred out of the United States
_____	47	Withdrew Pursuant to Yoder vs. Wisconsin
_____	51	Verified Medical Reasons
_____	52	Death

D. Approximate date (MM/DD/YYYY) that **supplementary** information listed in Section III.C. of this document was learned by the LEA: _____/_____/_____

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Section V. Superintendent Assurances and Attestation

Please indicate your agreement with items A-E by entering your initials next to each of the statements below.

_____A. This supplementary EMIS data submission is based on new information learned after the EMIS reporting period during which the original withdrawal code and reason for the student designated above were submitted had closed.

_____B. The LEA has retained all necessary substantiating documentation (e.g., transcript requests, records requests, court documents, medical documents, legal documents) supporting this supplementary EMIS data submission.

_____C. I understand that this supplementary EMIS data submission could be subject to audit at any time. Per Ohio Revised Code 3301.0714 (N):

> "The state board of education, in accordance with sections 3319.31 and 3319.311 of the Revised Code, may suspend or revoke a license as defined under division (A) of section 3319.31 of the Revised Code that has been issued to any school district employee found to have willfully reported erroneous, inaccurate, or incomplete data to the education management information system."

_____D. I understand that only complete, accurate, and unaltered forms submitted to ODE by the established deadline will be considered in making Graduation Rate cohort adjustments, and that ODE will not solicit districts for any required information that should be provided on this form prior to its submission.

_____E. My initials next to the five items in this section and my electronic signature and date provided at the bottom of this form indicate that these statements and all data provided on this form are true to the best of my knowledge and belief as of today's date.

Superintendent's Name (Printed): _____

Superintendent's Signature: _____

Date: _____