Graduation Rate Report STARS Help Manual

Table of Contents

REPORT OVERVIEW 2
GENERAL INSTRUCTIONS 4
ACCESS THE GRADUATION RATE REPORT USING STARS..... 5
VERIFY THE DATA ELEMENTS FOR ALL STUDENTS IN THE GRADUATION REPORT 5
EXIT CODE DEFINITIONS 9
VALIDATE AND SUBMIT REPORT 10
PROVISION 2 AND 3 HIGH SCHOOLS.....10

Due Date: October 31, 2016

REPORT OVERVIEW

I. Introduction

Graduation rate is a key component of federal Title I No Child Left Behind (NCLB) accountability provisions for states, school districts, and schools. Since school year 2005-06, the State has been reporting graduation, retention, and dropout rates, within cohorts, in the aggregate and disaggregated by subgroups for all high schools, districts, and the State as provided within Section 1111 of NCLB and the State's Accountability Workbook.

For the 2016 graduating class, the State reports graduation rates using collected cohort State data from 2013 – 2016. The state reports only that data which can be reliably linked to the state enrollment files. This will result in advancement, retention, and dropout data collected during the freshman, sophomore, junior, and senior years for the Class of 2016. The 2015-2016 graduation rate will be calculated based on the following equation:

Graduation Rate Formula

Number of cohort members who earned a regular high school diploma through summer 2016

Divided by

Number of first-time 9th graders in fall 2012 (starting cohort) plus students who transfer in, minus students who transfer out, emigrate, or die during school years 2012-2013, 2013-2014, 2014-2015, 2015-2016, and through summer 2016

In December 2008, the USDE released detailed guidance to the States for implementation of a uniform graduation rate across the nation. This guidance document provides specific, detailed guidance for data collection and calculation needed to meet federal graduation rate reporting requirements. This guidance document is available at:
http://www.ed.gov/policy/elsec/guid/hsgrguidance.pdf.

In 2009-10, the State set its new graduation rate goal at 89% and began using this rate in school year 2010-11 as the basis for calculating the four-year adjusted cohort rate, disaggregated by subgroups, for all school, district, and state profile reports.

II. Operational Rules

1. School districts will review and validate the 2016 cohort graduation report. This report will include all students who form the adjusted cohort for the graduating class of 2016. From the beginning of 9th grade, students who are entering that grade for the first time form a cohort that is subsequently "adjusted" by adding any students who transfer into the cohort later during the 9th grade and the next three years and subtracting any students who transfer out, emigrate to another country, or die during that same period. The 2016 cohort is based on beginning freshman in school year 2012-2013 who graduated **on-time**, four years later. The data collection tool for this report will be the 2015-2016 *Graduation Rate Report,* which is due October 31, 2016. This report will be completed on NDDPI's STARS on-line reporting system. This will require a review and confirmation on your part.

2. The NDDPI will calculate the fifth, sixth, and seventh year extended graduation rates for the cohort classes of 2013, 2014, and 2015, for every public high school, public school district, and the state. Students from prior cohorts who were not on-time graduates will be included in this calculation. *For example: a student who graduated in 2015 but was expected to graduate in 2014 (in the senior class of 2014) will be included in the extended graduation rate for the cohort class of 2014.* The NDDPI will use collected cohort state enrollment data from 2014, 2015, and 2016 to calculate these extended year graduation rates. This is based on previously submitted information—no further work is required on your part.

The General Instructions beginning on page 4 constitute the rules for graduation rate reporting for school year 2015-16.

GENERAL INSTRUCTIONS

Read all of these procedures thoroughly and in their entirety prior to beginning to submit data.

The purpose of this Graduation Report is to review, correct, and validate all information previously submitted by school districts regarding the graduation status of students from high school.

Federal law requires all public schools, public school districts, and the State to report graduation rates annually according to established definitions. This graduation report lists specific demographic and graduation status information for all students who have ever been enrolled within the specified public high school as a member of the 2016 graduation class cohort. This data has been compiled from the enrollment reports that were submitted by school districts during the years 2013-16.

Data Generation Method

The NDDPI has generated the 2016 graduation rate report for schools using data drawn from the Enrollment Report records according to the following steps:

- Step 1: Import 9th grade enrollment for the 2012-13 school year, using the 2011-2012 eighth grade enrollment file as a reference point;
- Step 2: Add 10th grade enrollment for the 2013-14 school year, if not included in Step 1;
- Step 3: Add 11th grade enrollment for the 2014-15 school year, if not included in Steps 1 or 2;
- Step 4: Add 12th grade enrollment for the 2015-16 school year, if not included in Steps 1, 2, or 3;
- Step 5: Exclude summer school students, foreign exchange, and non-enrolled students (i.e., home education students and non-public students)

The default setting is in alphabetical order by last name. Clicking on any column header will re-sort that column from the default setting, e.g., clicking on Student ID will re-sort the list in numerical order.

Back to top

ACCESS THE GRADUATION REPORT USING STARS

Follow the steps below to access the Graduation Report.

- Access the online reporting system by entering https://secure/apps.state.nd.us/dpi/stars/Login.aspx
- Enter your Login ID and Password, then click on "Login."
- When the "Fill Out Reports" screen appears, select "Other" from the listing of reports. Click on the "+" symbol.
- Under "Graduation Rate," click on the "+" symbol, then select the school building for which you will be providing data by clicking on the picture of the school. If you are denied access or do not see Graduation Rate listed as a report option on the left side of the screen, contact your school administrator to obtain authority.
- A box labeled "Graduation Rate" will appear on the right half of the screen. Check that the school year "2015-2016" is indicated. Click on "Select."

Back to top

VERIFY THE DATA ELEMENTS FOR ALL STUDENTS IN THE GRADUATION REPORT

Data elements for individual students may be verified through one or both of the following procedures:

1. Export the file to an Excel spreadsheet. Particularly if your school has a large number of students, this choice may be preferable.

   - Click on Export, under Tools.
   - Click on Export, under Functions. The data will be displayed in an Excel spreadsheet.
   - Save the file, using the .csv extension. Examples are "GraduationRPT.csv" or "GraduationRptBismarckHS.csv" or some other naming system.
   - Access Resources on the NDDPI website for Import/Export Layouts for the Graduation Rate Report. See https://www.nd.gov/dpi/data/STARS/layouts/.
   - Descriptions of data elements are included on pages 6-8 of these instructions.
   - The following data elements have been imported from the Enrollment Report and cannot be changed within the Graduation Rate Report. If you make changes to these data elements on the spreadsheet, the changes will be ignored when you import the file back into the Graduation Rate Report.

     - School Year
     - Student Name
     - State-issued 10-digit student identification number
     - Grade
     - Date of birth
     - Gender

- Race
- IEP (special education)
- National School Lunch Program
- Migrant
- LEP/ELL

Importing the file

- Save and close out of the Excel spreadsheet.
- In the Graduation Report, click on Import, under Tools.
- Click on Import from File (statement is in bold).
- Click on Next in the lower left corner.
- Click on Browse; enter the name of the .csv file (from Excel).
- Click on Next; then Next a second time.
- Click Import.

2. Review individual records one at a time.

- Click on Graduation Rate (under the bold Graduation Rate) on left side of screen. This will produce a listing of all students.
- To work on an individual student's record, click on the State ID Number of the student, then click **Check Out** located under Functions on the left side of the screen.
- Verify accuracy and completeness of all data for the student. See *Graduation Rate Student Details* below for further instructions.
- When you have completed work on an individual student record, click on Save, located under Functions on the left side of your screen. Note the Save Complete message in green on the right side of your screen.
- Click on Return to Graduation Rate, and select the next student.
- After completing all students, Validate your data. Once data are validated, Check In.

Note: It is not necessary to Check in after working on each individual student's record. It will be more efficient to Check In after validation of all students.

Back to top

GRADUATION RATE STUDENT DETAILS

The following data elements have been imported from the Enrollment Report as submitted by school district personnel and ***cannot be edited*** within the Graduation Rate Report: (1) School Year, (2) State ID (*10-digit NDDPI-issued identification number)*, (3) Name, (4) Date of Birth, (5) Gender, (6) G*rade*, (7) Race, (8) SpecialEd IEP, (9) LEP ELL, (10) Migrant, and (11) NS Lunch.

The following data elements have been imported from the Enrollment Report and ***may be*** edited within the Graduation Report: (1) Exit Code, and (2) Exit Date. Because these data elements may be incomplete and may contain errors, the data may be edited. **Examine to determine if any data should be edited for any student. See coding instructions below**.

If duplicate students or duplicate student identification numbers are identified, then contact Paula Gabel at pgabel@nd.gov or 701-328-2296 to report this and

receive instructions. Duplications must be reconciled before proceeding to validate any graduation rate records.

Data Element/Instructions	Interface	
	Individual Student Entry	**Spreadsheet**
Special Education (IEP) The IEP data element is ***imported*** automatically from the Enrollment Report, and ***cannot be edited*** within the Graduation Rate Report. A blank box (individual student entry) or "0" (spreadsheet) indicates that your district reported this student as **not eligible** to receive special education services under the *Individuals with Disabilities Education Act (IDEA)*. A checked box (individual student entry) or "1" (spreadsheet) indicates that your district reported this student as **eligible** to receive special education services under *IDEA*.	SpecialEd IEP ☐No ☒Yes	SpecialEd_IEP Column L 0 No 1 Yes
Limited English Proficiency (LEP) The LEP data element is ***imported*** automatically from the Enrollment, and ***cannot be edited*** within the Graduation Report. A blank box (individual student entry) or "0" (spreadsheet) indicates that your district reported this student as **not eligible** as a student with limited English proficiency, as defined under Federal law. A checked box (individual student entry) or "1" (spreadsheet) indicates that your district reported this student as **eligible** as a student with limited English proficiency, as defined under Federal law.	LEP ELL ☐ No ☒ Yes	LEP_ELL Column M 0 No 1 Yes
Migrant See page 9 at http://www.ed.gov/programs/mep/mepguidance2003.doc for the federal definition of a migrant student. The Migrant data element is ***imported*** automatically from the Enrollment Report and ***cannot be edited*** within the Graduation Rate Report. A blank box (individual student entry) or "0" (spreadsheet) indicates that your district reported this student as **not eligible** as a migrant student. A checked box (individual student entry) or "1" (spreadsheet) indicates that your district reported this student as **eligible** as a migrant student.	Migrant ☐ No ☒ Yes	Migrant Column N 0 No 1 Yes

Data Element/Instructions	Interface	
	Individual Student Entry	**Spreadsheet**
National School Lunch Program (NS Lunch) The NSLP data element is ***imported*** automatically from the Enrollment Report and ***cannot be edited*** within the Graduation Rate Report. A blank box (individual student entry) or "0" (spreadsheet) indicates that your district reported this student as **not eligible** for free or reduced lunch under the National School Lunch Program. A checked box (individual student entry) or "1" (spreadsheet) indicates that your district reported this student as **eligible** for free or reduced lunch under the National School Lunch Program. All students in a Provision 2 or 3 schools should be coded as eligible for NS Lunch. See below for the listing of Provision 2 and 3 high schools.	NS Lunch ☐ No ☒ Yes	NSLunch Column O 0 No 1 Yes
Exit Code The Exit Code data element is ***imported*** automatically from the Enrollment Report and ***may be edited*** within the Graduation Rate Report. Select one of the Exit Code options from the drop-down menu (individual student entry) or enter the correct numeric code (spreadsheet): **See Exit Code Definitions below**	Exit Code (drop-down menu) Graduate Dropout Deceased Transferred out of district Transferred within district Continued	ExitCode Column P 1 2 3 4 5 6
Exit Date The Exit Date data element is ***imported*** automatically from the Enrollment Report and ***may be edited*** within the Graduation Rate Report. Individual Student Entry: The Exit Date must be a date in the format MM/DD/YYYY and within the Calendar start and end dates for that school year. Spreadsheet: The Exit Date must be a date in the format YYYY/MM/DD and within the Calendar start and end dates for that school year.	Exit Date MM/DD/YYYY	ExitDate Column Q YYYY/MM/DD

Back to top

EXIT CODE DEFINITIONS

Exit Codes define the circumstances under which the student exited from membership from an educational institution.

> *The graduation rate is measured as the percentage of students who have completed high school within four years of the first entry into ninth grade as tracked within a class by annual cohort.*

For the purposes of determining graduation rate, the following definitions apply. Select the most appropriate exit code to capture the student's reason for exiting.

A. GRADUATE (EXIT CODE "1") –

- A student who has received a standard diploma issued by the local school district certifying the completion of local high school graduation requirements. *For the purposes of this report, August 31, 2016, is the date by which a student must receive his or her diploma to be counted as a graduate.*

B. DROP OUT (EXIT CODE "2") –

- A student who is absent without an approved excuse or a documented transfer, as evidenced by a transcript exchange, and does not return to school by the fall of the following school year; or
- A student who completes the school year but fails to re-enroll the following school year; or
- A student who has entered a GED program of study prior to the completion of his or her secondary education; or
- A student who enrolls in a program that does not lead to a school district approved diploma; or
- A student who receives a certificate of attendance or a non-standard diploma; or
- A student who reached maximum age for services without achieving a standard diploma.

C. DECEASED (EXIT CODE "3") –

- A student whose membership is terminated because he or she died during or between regular school sessions.

D. TRANSFERRED OUT OF DISTRICT (EXIT CODE "4") – *To claim this status code, the local school district must maintain documentation of transfer out of district, evidenced by a transcript exchange. The Department of Public Instruction may monitor for evidence of documentation.*

- A student who transfers to a public school that is not located within the jurisdiction of the same local school district; or
- A student who transfers to a non-public school or a home education setting.

E. TRANSFERRED WITHIN DISTRICT (EXIT CODE "5") – *To claim this status code, the local school district must maintain documentation of enrollment at the receiving school. The Department of Public Instruction may monitor for evidence of documentation.*

- A student who transfers to a public school that is located within the jurisdiction of the same local school district.

F. CONTINUED (EXIT CODE “6”) –

- A student who is enrolled in the 2016-17 school year but failed to earn sufficient credit hours to graduate with his or her cohort class of 2016; or
  A student who has been temporarily placed in an institution that has an educational program, e.g., mental health institutions, juvenile service agencies, care shelters, and detention facilities.

Back to top

VALIDATE AND SUBMIT REPORT

- After verifying existing data and providing additional data needed for the Graduation Rate Report, click on Validate, located under Functions on the left side of your screen.
- If all data are complete and within parameters, click Submit.
- If there are **errors** in the data (i.e., required data are missing), a **red X** will indicate that corrections must be made before you can submit the Graduation Rate Report. Errors will be listed so you can go back to the individual student(s) to make corrections. When completed, click on Validate again.
- A **yellow triangle** will appear to indicate **warnings**. Warnings will flag situations where you may have overlooked data and ask “Are you sure?” questions. If, after reviewing that data you determine that the data are accurate, you may Submit the Graduation Rate Report. Warnings will not prevent submission of the report. Once the report has been submitted, no further modifications may be made to the information, although NDDPI can un-submit data in extreme cases. **Submit the Graduation Rate Report by no later than October 31, 2016.**
- Leave the Graduation Report by clicking on Exit Report. Then Log out.

Back to top

PROVISION 2 AND PROVISION 3 HIGH SCHOOLS
School Year 2015-16

Co./Dist./Plant	Location	School Name
40 007 8567	Belcourt	Turtle Mountain Community High School
40 001 1966	Dunseith	Dunseith Public School – High School
03 030 2910	Fort Totten	Four Winds Community High School
43 900 2905	Fort Yates	Standing Rock High School
27 036 5459	Mandaree	Mandaree
03 005 5741	Minnewaukan	Minnewaukan Public School
31 001 6039	New Town	New Town High School
28 085 9363	Roseglen	White Shield Public School
40 003 8152	Saint John	St. John Public School
43 008 7804	Selfridge	Selfridge Public School
43 003 8036	Solen	Solen High School
03 029 9219	Warwick	Warwick Public School