

**MSDS Graduation and  
Dropout Review**

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Grand Rapids Schools                      CEPI

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**Graduation & Dropout Review**

- What to look for..
  - MER students – look for duplicate UIC
    - Student Search function
    - Check add/drop book, CA-60 requests
    - Consider exit forms if not already doing
  - Check your graduation list against CEPI's
    - Track down any kids not on CEPI's list
    - Summer grads reported through SRM
      - Must have 8/31 or earlier graduation & "as of" date
      - "As of" – When it happened, NOT when reported

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**Graduation & Dropout Review**

- What to look for..
  - Review PEPE reports
    - If incorrect, submit PEPE change request through student list. Building as well as district
  - Check dropouts for duplicate UIC
    - Similar to MER student
  - Review Cohorts for wrong years
    - If student is in wrong cohort, submit request to change
    - Can't find cohort change screen, check your security!

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### Graduation & Dropout Review

- Cohort change requests
  - 2 Types
    - Year change
    - Status change
  - Status NOT asking for new status after year change
  - Only limited use, only use status change at CEPI's direction

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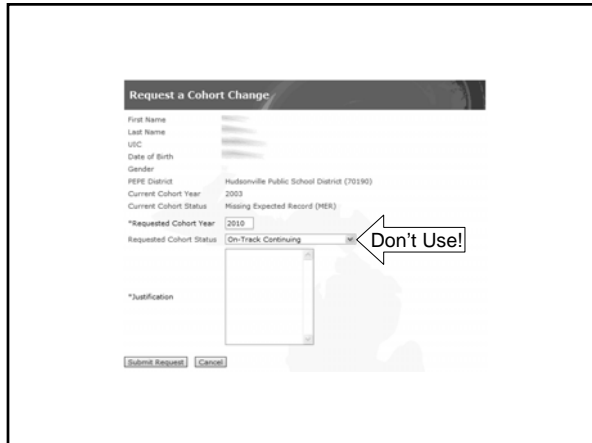
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### Graduation & Dropout Review

- What to look for..
  - GED students
    - Not grads, but not dropouts either
    - If testing center, get data from GED coordinator
    - If not testing center, student approval needed
  - Work backwards too
    - Look at CA-60 requests from out of state or non-public, check against student list

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### Graduation & Dropout Review

➤ Vocabulary

- Grad rate + Dropout rate <> 100%
  - o Grads, Non-grads, Dropouts
  - o Refer to Cohort Methodology for actual calculations
- “Qualifying Count Dates”
  - o Student must have been submitted 2 count days to be counted in building rate
  - o If submitted in 1 count day, student will be in district rate
    - *Why building cohort numbers do not add up to building cohort numbers*
  - o Only September and February General collections are used as “count days”

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### Graduation & Dropout Review

➤ Student Status

- Dropout – Reported as having dropped out
- MER – Missing expected record
  - o Student was last submitted as continuing, no further records were submitted
  - o Submitted as transfer in state, not confirmed
  - o MERs will be counted as dropouts at end of appeal window
- Exempt – Exited out of State, Exited to non-public
  - o Shared Time, non-public continuing – not included (no PEPE)
    - *Uses Residency codes, not exit codes, '19' kids*

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### Graduation & Dropout Review

➤ Student Status

- On track graduated – has graduated in 4 years
  - o Middle college – 5 years
- Off Track Graduated – graduated, not in 4 years
  - o Also “5+” graduates
- Off track Continuing – has not yet graduated
- Other completers – GED, other cert., aging out
  - o Completers aren't graduates, and shouldn't be reported as such

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### Graduation & Dropout Review

➤ Security

- GAD users did NOT get automatic access to all Graduation & Dropout Review functions
  - Super-users only
- Must request new/added permissions
  - “Graduation/Dropout Reviewer”
- Instructions on MSDS main Webpage

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### Graduation & Dropout Review

➤ 09/10 Timelines

- 8/5 Preliminary rates releases to LEAs
- Summary reports and student lists available in MSDS under “Grad Cohort”
- Use student lists to change Link UIC, request PEPE change, change cohort year and/or status
  - Do not submit graduates via cohort change – *request will be denied.*
- Use SRM to make exit code changes
  - Students exited in 2009-2010 school year
  - All others submitted via Audit Finding
- Changes/updates must be submitted by 9/28
  - After 9/28 MSDS continues to change

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### Graduation & Dropout Review

➤ Preliminary Rates

- District and building level rates provided
- Went to Superintendents, HS Principals, GAD authorized users, ISD auditors and MSDS Grad/Drop reviewers
- Not your final rate
  - Audits, Linking, other factors WILL cause changes
  - Will not match student summary in MSDS
- Excellent tool to “motivate” building staff

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### Graduation & Dropout Review

➤ **After 9/28**

- Snapshot of MSDS data is moved into GAD
- Pre-audit preliminary rates re-released
  - Auditors run cyclical audit
  - Audits completed by 12/17
  - Changes not caught by 9/28
    - *Auditor's discretion*
- 12/20 Post-audit rates created in GAD
- Rates available for review in GAD to 1/14/11
- 1/28 rates finalized - reported to USED

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### Graduation & Dropout Review

➤ **Questions?**

➤ **Contact CEPI Helpdesk**

- (517) 335-0505 Option 3
- [cepi@michigan.gov](mailto:cepi@michigan.gov)

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