

# Adjusted Cohort Graduation Rate 2023–24 Program Instrument

**California Department of Education**

**May 2023**

## ACGR 01: Documented Policies and Procedures Regarding Given Student Exits

Under the Elementary Secondary Education Act (ESEA), each state and local educational agency (LEA) must report on its annual report card a four-year Adjusted Cohort Graduate Rate (ACGR). (ESEA Section 1111[h][1][C][iii][II]). Pursuant to *Every Student Succeeds* *Act* *High School Graduation Rate Non-Regulatory Guidance* published in January 2017, the California Department of Education (CDE) is responsible for ensuring the integrity and quality of the data used to calculate California’s four-year ACGR by monitoring LEAs to ensure that removal of students from the cohort is accurate as evidenced by the existence of required supporting documentation. To ensure quality data, it is important that LEAs have written policies and procedures in place relevant to the appropriate documentation that must be maintained.

1. The LEA has written policies and procedures that district and school site staff follow to maintain required documentation for students who transfer from or otherwise withdraw from a school in the LEA. The written policies and procedures should address the exit reasons and the documentation required to support the exit reasons, as set forth in ACGR Table One (1) beginning on page three (3).

### Evidence Requests

#### Documented Policies and Procedures

Abbreviation: DcmntdPrcdrs

Description: LEA's policies and procedures for maintaining required documentation for students removed from the cohort for any of the reasons in ACGR Table 1. For example, if a student moves to another country, the documented policy associated with this student exit, and procedures that are followed.

Item Instructions:

Related Items: ACGR 01

## ACGR 02: Maintenance of Required Documentation

1. LEAs must maintain, and retain for six years, written documentation that supports the removal of students from the ACGR; this includes the four years of the cohort and two subsequent years. The written documentation must be maintained for students reported to the California Longitudinal Pupil Achievement Data System (CALPADS) as having exited a school in the LEA within the cohort period for specified reasons.  
   (ESEA Section 8101[23][B], [23][C][ii] and [25][B][C]).

The exit reasons and the documentation required to support the exit are summarized in ACGR Table 1 beginning on page 3.

### Evidence Requests

#### Maintenance of Required Documentation

Abbreviation: MntRqrdDcmnt

Description: Written documentation as specified in ACGR Table 1. The CDE will provide a list of the students for whom the CDE will verify the existence of required documentation.

Item Instructions:

Related Items: ACGR 02

## ACGR 03: Students Graduate Within Cohort Period

1. Students counted as graduates in the ACGR must complete all requirements for a regular high school diploma as defined in ESEA Section 8101(43) by August 15 of the fourth year of the cohort. Some students complete all requirements during the summer of their fourth year. These students must complete those requirements by August 15 in order to be included in the ACGR as a regular high school graduate. These students would be exited from CALPADS with a student exit category code and school completion code of E230/100.

### Evidence Requests

#### Students Graduate Within Cohort Period

Abbreviation: StdntsGrdChrtPrd

Description: For students completing requirements for a regular high school diploma during the summer of the fourth year of the cohort, evidence that requirements were completed by August 15 of the fourth year of the cohort.

Item Instructions: ACGR 03: The CDE will provide a list of students for whom the CDE will verify the existence of required documentation. Documentation might include a transcript which indicates the student completed the requirements for a high school diploma as of August 15.

Related Items: ACGR 03

Under the ESEA, each state and LEA must report on its annual report card a four-year ACGR. (ESEA Section 1111[h][1][C][iii][II]). Pursuant to *ESSA High School Graduation Rate Non-Regulatory Guidance* published in January 2017, the CDE is responsible for ensuring the integrity and quality of the data used to calculate California’s four-year ACGR, by monitoring LEAs to ensure that removal of students from the cohort for specific reasons that cannot be validated within CALPADS is accurate as evidenced by the existence of required supporting documentation.

### ACGR Table 1: CALPADS Exit Codes & Corresponding Student Exit Reasons/Definitions

The table on the following page should be used for reference with the ACGR 01 and ACGR 02 requirements.

LEA staff may want to work with their local CALPADS staff if they have questions about these   
4 exit codes, which are used in CALPADS. In the table below, the first two columns contain the actual code numbers and category names as they appear in the CALPADS system. Within your own agency, your local “exit codes” may be different in your local student information system.

| CALPADS Student Exit Category Code | CALPADS  Student Exit Category Name | Student Exit Reason | Sufficient Documentation  for the Given  Student Exit Reason |
| --- | --- | --- | --- |
| T180 | TransPrivate | **Transferred to a private school in California:**  Student has withdrawn from/left school and has enrolled in a private school in California. | * A request for student records from a receiving private school in California; – *or* – * A written record of a response from an official in the receiving school or program acknowledging the student’s enrollment; – *or* – * A parent’s statement accompanied by a private school affidavit (PSA). |
| T200 | TransUS | **Transferred to a school outside of California (but within the U.S.):**  The student has withdrawn from/left school and has transferred to another public or private U.S. school outside California. | * A request for student records from a U.S. school outside California; – *or* – * A written record of a response from an official in the receiving school or program acknowledging the student’s enrollment. |
| T240 | TransOutUS | **Transferred/moved out of the country:**  The student has withdrawn from/left school to move to another country. | * A written confirmation that a student has emigrated to another country, such as a documented conversation by school staff and the student’s parent (or guardian) that is placed in the student’s file.   Note: An official written document, such as a request for student records, is not required. |
| E130 | Died | **Died:**  The student died while enrolled in school, or the student completed the school year, was expected to return, and died during the summer break. | * A letter from a parent/guardian or family member; – *or* – * An obituary.   Note: A death certificate is NOT required |