Opening of 2017–18 End-of-Year Submission Window

The 2017–18 End-of-Year (EOY) data submission window will open on May 14, 2018. Local educational agencies (LEAs) are expected to certify all EOY submissions that are displayed on the certification screen, even if the counts are zero (e.g., a K–8 elementary LEA that does not offer departmentalized courses should still certify EOY 1). The EOY certification deadline is Thursday, July 31, 2018, and the amendment window closes on Thursday, August 24, 2018.

LEAs are strongly encouraged to start on the EOY submissions immediately and not wait until school is out to begin file uploads to CALPADS. All of the EOY submissions use a reporting period of July 1, 2017 to June 30, 2018. It is to an LEA’s advantage to begin the upload process now, prior to school ending, because doing so can provide reports to help LEAs resolve data problems before staff leave for the summer. Once school ends, LEAs will need to re-upload the files, but the reconciliation process should be much faster because most of the issues would have already been resolved.

The following suggested dates will help keep LEAs on track to certify on time. Be sure to adjust the dates if schools or offices close earlier for summer.

- Now – Complete Student Information System (SIS) data population.
- June 15 – Upload files and correct errors or discrepancies as needed.
- June 29 – Review certification reports, correct errors, and fix discrepancies.
- July 13 – Distribute reports for review and approval.
- July 31 – Certify.
New 4-Year Adjusted Cohort Graduation Rate Process

Posting of Detailed Information

The Adjusted Cohort Graduation Rate (ACGR) processing and timeline letter, e-mailed on April 16, 2018, and attachments which provide detailed information on the changes to the 4-year ACGR, are now available on the CDE CALPADS Communications Web Page at https://www.cde.ca.gov/ds/sp/cl/communications.asp. Please note that a corrected version (revised May 1) of the posted documents specifies that students who transfer to an adult education program or community college will remain in the cohort, but will be counted as “other transfer” and not as a “dropout.”

Adult Education High School Diploma and Regular High School Diploma Clarification

Students who transfer from a regular high school to an Adult Education program and receive an Adult Education High School Diploma may be reported in CALPADS by submitting a one-day enrollment with an exit/completion status code of E230/250 – Adult Ed. High School Diploma. These students will be counted as “Adult Education High School Diploma” completers on DataQuest and will not be counted as graduates for accountability purposes on the California School Dashboard (Dashboard).

A slide from the April 2018 CALPADS Information Meeting (CIM) indicated that such students may be exited as a regular graduate (E230/100). This may be done only for students who transfer from a regular high school to an Adult Education program and who then transfer back to and re-enroll at a regular high school that offers a grade 12 (ESEA section 8101(28)), and who receive a regular high school diploma from that high school, having met the definition of “graduate” as defined by School Completion Code 100 – Graduated, standard high school diploma. These students may be reported to CALPADS as a “Regular High School Diploma” graduate by submitting an exit/completion status code of E230/100. These students will be counted as “Regular High School Diploma Graduates” on the Dashboard and DataQuest.

Key Process Change Reminders

The following key changes, which were outlined in the posted ACGR letter and attachments, are re-iterated below because they are a significant change from past practice and may require local business process changes and modifications to the allocation of staff:

- LEAs must exit all students from the prior school year as part of certifying End-of-Year (EOY) 3, including those students who are graduates.

- LEAs have until September 14, 2018 to verify and update the graduate indicators in CALPADS (e.g., met UC/CSU requirements, Golden State Seal Merit Diploma, State Seal of Bi-literacy) since these indicators are used as part of the College/Career Indicator (CCI).
LEAs have until September 14, 2018 to revise exit/completion codes for all students who complete graduation requirements by August 15, 2018, which is the end of the cohort window, in order for those students to be included in the 2018 cohort as graduates.

The California Department of Education (CDE) will pull data from the CALPADS Operational Data Store (ODS) at the close of September 14, 2018 and will use that data to develop the graduation rate indicator for the 2018 Dashboard, which will be released in December 2018. There will be no further opportunities to amend the data used for the graduate rate indicator after the September pull because LEAs will have had the opportunity to review and amend the data over several weeks using the new cohort report in CALPADS.

One-Year Graduate Counts versus Four-Year Adjusted Cohort Graduate Rate

The CDE recently publicly released several new reports on DataQuest, including 2016–17 one-year graduation counts that provide information about the number and percentage of one-year graduates who met UC/CSU entrance requirements, also known as a-g requirements. Since this DataQuest release, the CDE has received several questions from LEAs about the accuracy of the UC/CSU data displayed in these reports. The source of these questions seems to be an apparent misunderstanding about the difference between one-year and four-year cohort graduation data. While in many cases, the 2016–17 one-year graduates will largely overlap with the 2016–17 four-year cohort graduates, the definition of these graduates is not the same, nor is the method of correcting and extracting the respective data from CALPADS and preparing them for public reporting.

Fall 1 Certified One-Year Graduate Counts

One-year graduates are those students who graduated from high school during a given academic year, regardless of when they started high school. While most of these students graduated in four years, some may be fifth year graduates, and some may have even graduated early. The information in the DataQuest one-year graduation reports (“12th Grade Graduates Completing all Courses Required for UC and/or CSU Entrance”) reflects data that LEAs submitted to and certified in CALPADS as part of the annual CALPADS Fall 1 submission. Counts of one-year graduates, including those that meet UC/CSU entrance requirements, are provided in the CALPADS 1.9: Completers and Dropout – Count certification report. LEAs certified the 2016–17 one-year graduation data as being accurate on or before the CALPADS Fall 1 amendment window closed on January 26, 2018, after which these one-year data cannot be changed. These one-year graduation data, including one-year counts of graduates who met UC/CSU entrance requirements, are not currently included in the California School Dashboard (Dashboard) or used for state accountability purposes. LEAs do certify the one-year counts as part of Fall 1, however, because the overall counts are reported to the U.S. Department of Education (ED) to meet federal reporting requirements.
Four-Year Adjusted Cohort Graduate Rate (ACGR)

Four-year cohort graduates are those students who started 9th grade at the same time and graduated on time four years later. The CDE also provides four-year cohort graduation reports on DataQuest, which do not currently display the number and percent of four-year cohort graduates who met UC/CSU entrance requirements, which will be added soon.

The CDE has historically extracted preliminary four-year cohort data from the CALPADS Operational Data Store (ODS) and provided LEAs with an opportunity to view and update the four-year cohort data during a correction period, including information about meeting UC/CSU entrance requirements. At the end of the correction period, the CDE extracts the final four-year cohort data from the CALPADS ODS and recalculates the ACGR, which are then publicly posted in the four-year cohort reports on DataQuest and used in the Dashboard. The correction window for the 2016–17 four-year cohort data closed on March 2, 2018.

Differences Between the One-Year Graduate Counts and the ACGR

LEAs should not confuse the 2016–17 one-year graduation count data, which were recently posted on DataQuest, with the 2017 four-year ACGR, which have not been publicly posted on DataQuest. As explained above, the one-year graduation reports on DataQuest are based on data that were certified earlier as part of the Fall 1 submission and therefore do not reflect changes that LEAs made during the cohort correction period, which occurred after the close of the Fall 1 amendment window. Once processed, the four-year 2017 ACGR will include changes submitted by LEAs, including those updates to UC/CSU entrance requirements, but those changes will not be reflected in the certified one-year graduation reports already posted on DataQuest. Please note that if LEAs pay attention to the Fall 1 data they certify as being accurate in the CALPADS 1.9: Completers and Dropout – Count certification report, there should be little to no need for making further data modifications to graduation data during the cohort correction period, including data about UC/CSU entrance requirements.

New Timeline for 2017 ACGR

Given the recently announced changes to the business rules and methodology for calculating the ACGR, the CDE will NOT be using the CALPADS ODS data as of March 2 to calculate the 2017 ACGR. Instead, the CDE will be provide LEAs another opportunity to review and amend the 2017 ACGR. Information about this correction opportunity was included in an earlier communication, and also provided below. Note that this will be the last time this process of ACGR previews outside of CALPADS and correction windows will be used. Beginning with the 2018 ACGR, LEAs will be able to view, from mid-May to mid-September, cohort reports within CALPADS which will be refreshed on a nightly basis.
2017 Cohort Key Dates

- **April 27, 2018:** The CDE extracted the 2017 cohort data from the CALPADS ODS, which will be used to calculate the *preliminary* 2017 four-year ACGR based on the new methodology and business rules.

- **May 14, 2018:** The CDE will provide LEAs with a private preview of the 2017 ACGR and associated student-level data. LEAs will have two weeks to review and amend enrollment, exit, demographic, and program data in the CALPADS ODS. These data will be used to determine *final* 2017 cohort outcomes and student groups, along with met University of California (UC)/California State University (CSU) requirements, Golden State Seal Merit Diploma, and State Seal of Biliteracy indicators which are needed for the CCI in the Dashboard.

- **May 25, 2018:** The 2017 ACGR correction window deadline. The CDE will extract the corrected 2017 cohort data from the CALPADS ODS, which will be used to calculate the *final* 2017 four-year ACGR based on the new methodology and business rules. Corrections made after May 25 will not be included in the 2017 ACGR.

- **June 20, 2018:** The CDE will provide LEAs with a pre-release private preview of the 2017 ACGR followed by the public release of the data on DataQuest.