

High School Graduation Training

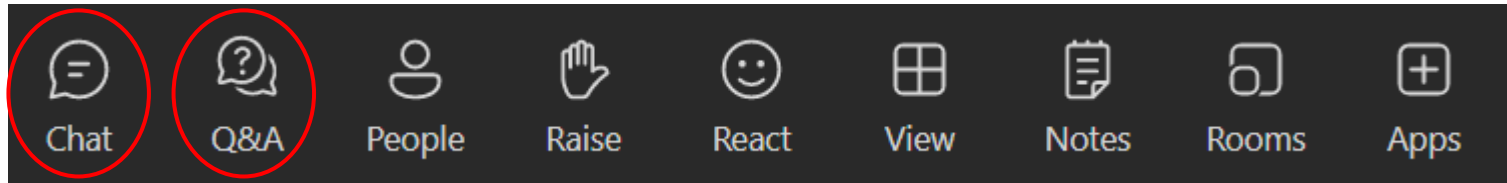
2023-2024 School Year

- *NJ SMART*

NJ SMART Webinar Etiquette

We want to ensure that all attendees connected to the call can easily hear the training and that all questions are answered.

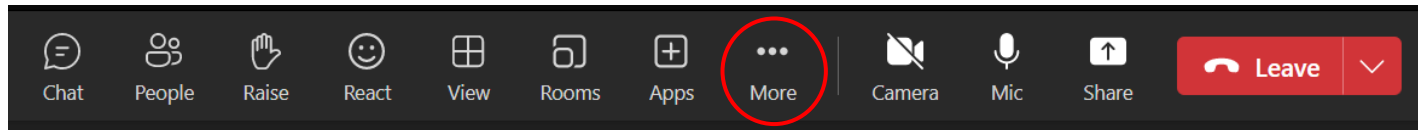
How can I ask a question?



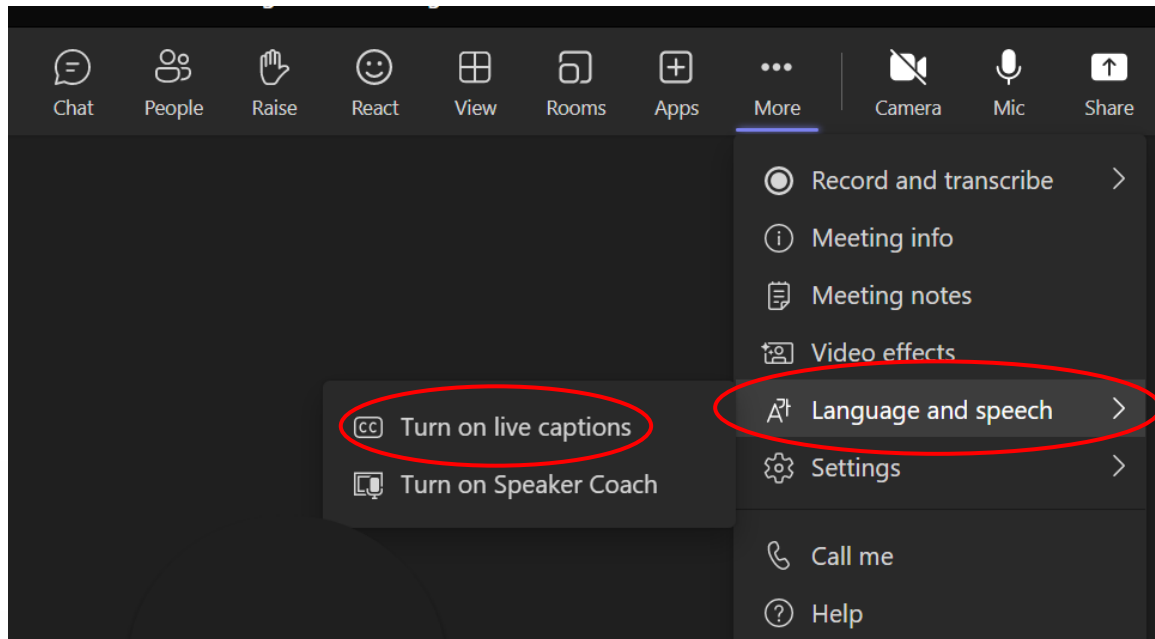
Webinar Feature: Live Captioning

To use live captions during this webinar:

1. Click the “More” option along the Teams webinar control panel (top of your screen).



2. Click on “Language and speech” and then “Turn on live captions.”



H.S. Graduation Agenda

Introduction	<ul style="list-style-type: none">• Find resources to help you get started• Learn important dates and deadlines
Inactivation	<ul style="list-style-type: none">• Recognize the importance of inactivating students
Portal Navigation	<ul style="list-style-type: none">• Learn how to track the cohort statuses of your high school students• Examine graduation data by various student groups and analyze student-level data through use of this profile
Portal Features	<ul style="list-style-type: none">• Learn how the profile tracks the transfer of students in and out of your district over time
Appeals	<ul style="list-style-type: none">• Learn how the Appeals process works

Available Resources

NJ SMART Helpdesk



1-800-254-0295
njsmart@pcgus.com

Resources & Trainings



[NJ SMART Resources](#)
[& Trainings](#)

Key Student Portal Dates and Deadlines

August 6th, 2024

- NJ SMART opens for the 2024-2025 School Year

August 30th, 2024

- Snapshot: 2023-2024 High School Graduation

September 16th, 2024

- Open of the Graduation Appeals period

October 4th, 2024

- Close of the Graduation Appeals period

October 15th, 2024

- Fall SID Management Snapshot

October 18th, 2024

- Open of the Official Fall Submissions



Graduation Rate Calculation

In 2005, governors from all 50 states committed to moving towards a common calculation for high school graduation rates. The National Governors Association (NGA) proposed the use of an Adjusted Cohort formula, deemed more accurate than other calculations.

- In 2008, the federal government adopted NGA's formula and mandated states to calculate cohort rates beginning with 2011 graduates.
- Graduation rates are reported in the New Jersey School Performance Reports and are used for both ESSA accountability and NJQSAC.



Graduation Rate Calculation

NJ SMART calculates school, district, and state Graduation Rates using an **Adjusted Cohort** calculation, based on student-level data.

Each incoming 9th Grader is assigned a graduation cohort, based on a 4-year expected graduation date, and their status is tracked over time.

Using the 2024 Cohort as an example, the four-year graduation rate calculation would be:

Cohort 2024 students who graduated by August 30, 2024

First-Time 9th Graders In 2020 + Transfers In – Verified Transfers Out – Excluded from Cohort

Please refer to the [Federal Non-Regulatory Guidance](#) for more information on graduation policy.



Updates to Graduation Rate Calculation

The federal requirements for who can be counted as a graduate differ from state requirements. As a result, the NJDOE calculates two versions of the adjusted cohort graduation rate.

- Federal Version:

$$\frac{\text{Graduated (Federal)}}{\text{Adjusted Cohort Count}} = \frac{\text{Graduated (Federal)}}{\text{Graduated (Federal) + Graduated (State, Not Federal) + Transfer Out Unverified + On Track* + Off Track + Status Unknown + Dropout}}$$

- The federal version includes any students who earned a state-endorsed diploma and met all graduation requirements in the numerator. Students with disabilities who have not met all the graduation requirements because of modifications or exemptions in their IEPs are not included as graduates (the numerator) but remain in the denominator.

- State Version:

$$\frac{\text{Graduated (All)}}{\text{Adjusted Cohort Count}} = \frac{\text{Graduated (All)}}{\text{Graduated (All) + Transfer Out Unverified + On Track* + Off Track + Status Unknown + Dropout}}$$

- The state version includes all students who earned a state-endorsed diploma in the numerator. This includes students with disabilities who did not meet all of the graduation requirements because of modifications or exemptions in their IEPs.

Advantages to using NJ SMART Calculations

1. Improved accuracy
2. Consistency in graduation rate calculations
3. Track students in real-time
4. Identify emerging trends and key graduation indicators
5. Analyze graduation data by key student groups



SID Management Updates for High School Graduation

- **ELAGraduationPathwayIndicator** and **MathGraduationPathwayIndicator**
 - The acceptable values and validation rules have been updated to reflect the graduation assessment requirements for the Class of 2024.
 - Acceptable Value S (NJGPA) has been added for the Class of 2024.
 - The description for the acceptable value of O has been updated for more specificity surrounding why a student is denied graduation.
 - Added Additional Notes with more information about the NJGPA assessment and how it relates to graduation, as well as how students reported with an M are not included as graduates in the federal version of the adjusted cohort graduation rate.

Where are the Graduation Profiles located?

The High School Graduation Cohort Status Profile is located on the District Reports tab under the section Reporting of the NJ SMART portal.

The screenshot shows the NJ SMART Education Data System portal. The top navigation bar includes links for New User, Calendar, Announcements, Register For A Webinar, Key Documents, and FAQs. Below this is a dark blue header with a home icon and tabs for SID MANAGEMENT, SMID MANAGEMENT, SUBMISSIONS, REPORTING (highlighted with a red box), ACCOUNT, and HELP. Under the REPORTING tab, there are three sub-tabs: District Reports (highlighted with a red box), Graduation Appeals, and School Performance. The District Reports section is titled "District Reports" and contains a "Jump To" section with a list of reports. A callout box titled "Starting Points: Graduation Profiles" is overlaid on the right side of the screenshot, listing three specific reports: High School Graduation Cohort Status Profile, Graduation by Pathway Profile, and High School Feedback Profile, each with a brief description.

NJ SMART Education Data System

New User Calendar Announcements Register For A Webinar Key Documents FAQs

SID MANAGEMENT SMID MANAGEMENT SUBMISSIONS **REPORTING** ACCOUNT HELP

District Reports Graduation Appeals School Performance

District Reports

Jump To: Contains Student List and Student Record reports that allow you to jump to specific reports.

Starting Points: Contains "Profile" reports that present aggregate information about student performance. Profile reports can be used as a starting point to "drill down" to student-level information.

Jump To

- Student List** Customized selection of students showing their characteristics, program enrollment, and assessment performance (exportable to Excel).

Starting Points: Graduation Profiles

- High School Graduation Cohort Status Profile** Characteristics and performance of high school students from a specified graduation cohort, including 4-year, 5-year, and 6-year graduation rates and statuses towards graduation.
- Graduation by Pathway Profile** Characteristics and assessment pathways by which students earned their high school diploma or failed to graduate.
- High School Feedback Profile** Characteristics and performance of high school students from a specified 4-year graduation cohort, including post-secondary enrollment information.

What variables are represented in the profile?

The Graduation profile displays the State and Federal Graduation Rates, along with Adjusted Cohort Count and the different Cohort Statuses.

HIGH SCHOOL GRADUATION COHORT STATUS PROFILE (SA)																						
State Snapshot Report: Aug 31, 2023 (Generated: 6/17/2024)																						
4-Year Rate																						
Accountable District																						
All Schools																						
4 Year Graduation Cohort: 2023																						
	State Adjusted Cohort Graduation Rate %		Federal Adjusted Cohort Graduation Rate %		Adjusted Cohort Count		Graduated (All Graduated)		Graduated (Federal)		Graduated (State, Not Federal)		Transfer Out - Unverified		On-Track Continuing		Off-Track Continuing		Dropout		Excluded From Cohort	
	= $\frac{[Graduated](All)}{[Adjusted Cohort Count]}$		= $\frac{[Graduated](Federal Calculation)}{[Adjusted Cohort Count]}$		# of Students	% of Total	# of Students	% of Total	# of Students	% of Total	# of Students	% of Total	# of Students	% of Total	# of Students	% of Total	# of Students	% of Total	# of Students	% of Total	# of Students	
	Student Characteristics																					
Total Students		84.3%		81.7%		720	100.0%	607	84.3%	588	81.7%	19	2.6%	7	1.0%	28	3.9%	27	3.8%	51	7.1%	57
School																						
Cannot be determined						1	0.1%												1	100.0%	2	
		84.4%		81.8%		719	99.9%	607	84.3%	588	81.7%	19	2.6%	7	1.0%	28	3.9%	27	3.8%	50	7.0%	55



How do I drill down to the Student List?

The Student List displays a list of students with any attribute present on the profile (e.g., Grade Level, homeless status, Free & Reduced Rate Lunch status).

HIGH SCHOOL GRADUATION COHORT STATUS PROFILE (SA)																				
State Snapshot Report: Aug 31, 2023 (Generated: 6/17/2024)																				
4-Year Rate																				
Accountable District																				
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Student Characteristics	State Adjusted Cohort Graduation Rate %	Federal Adjusted Cohort Graduation Rate %	Adjusted Cohort Count		Graduated (All Graduated)		Graduated (Federal)		Graduated (State, Not Federal)		Transfer Out - Unverified		On-Track Continuing		Off-Track Continuing		Dropout		Excluded From Cohort	
	$= \frac{[\text{Graduated}](\text{All})}{[\text{Adjusted Cohort Count}]}$	$= \frac{[\text{Graduated}](\text{Federal Calculation})}{[\text{Adjusted Cohort Count}]}$	# of Students	% of Total	# of Students	% of Total	# of Students	% of Total	# of Students	% of Total	# of Students	% of Total	# of Students	% of Total	# of Students	% of Total	# of Students	% of Total	# of Students	% of Total
Total Students	84.3%	81.7%	720	100.0%	607	84.3%	588	81.7%	19	2.6%	7	1.0%	28	3.9%	27	3.8%	61	7.1%	57	
School																				
Cannot be determined			1	0.1%													1	100.0%	2	
	84.4%	81.8%	719	99.9%	607	84.3%	588	81.7%	19	2.6%	7	1.0%	28	3.9%	27	3.8%	50	7.0%	55	
Grade Level																				
Grade 9			22	3.1%							1	4.5%			1	4.5%	20	90.9%	8	
Grade 10			25	3.5%							2	8.0%			4	16.0%	19	76.0%	14	
Grade 11			31	4.3%							2	6.5%			22	71.0%	7	22.6%	19	
Grade 12	94.5%	91.6%	642	89.2%	607	84.3%	588	81.7%	19	2.6%	2	0.3%	28	4.4%			5	0.8%	16	



How to drill down to a student's Enrollment Record?

The Student Enrollment Record allows you to see the academic history of a specific student.

The screenshot displays the 'HIGH SCHOOL GRADUATION STUDENT LIST : Adjusted Cohort' interface. The top navigation bar includes buttons for 'Export as Excel - Truncated', 'Export as Excel - Expanded', 'Export as CSV - Truncated', and 'Export as CSV - Expanded'. A red box highlights these buttons. Below the navigation bar, the main content area shows a table of students. A red arrow points from the 'SID' column of the first student (7113921825) to the 'STUDENT ENROLLMENT RECORD' window. This window displays the student's information, demographics, and enrollment details. A red box highlights the 'Export as Excel' button in the top right corner of the enrollment record window.

Table 1: Student List

LID	SID	First Name	Last Name	Name	Grade Level	Entering Gender	Entering Race/Ethnicity	Entering Lunch Status
009628	7113921825	Bpmnzb	Aaach	05/09/2002	9C1V8AAU1E W08SV1VRJ9 7	11	F	Bknelaog
209620	7756850952	Egv	Aaecdztqrxpqa	03/01/2002	9C1V8AAU1E W08SV1VRJ9 7	12	F	Bknelaog
805427	3615418046	Ufpvnr	Aahmh	02/01/2002	9C1V8AAU1E W08SV1VRJ9 7	12	M	Oapqa
009621	4389600023	Evo	Aapcd	06/02/2002	9C1V8AAU1E W08SV1VRJ9 7	12	F	Bknelaog
405124	4140326483	Cbskeberaeqeia	Aavbfr	07/14/2001	9C1V8AAU1E W08SV1VRJ9 7	12	M	Oapqa
306521	3686126823	Dfnbiy	Aazgajhefiq	05/05/2002	9C1V8AAU1E W08SV1VRJ9 7	12	F	Oapqa

Table 2: Student Enrollment Record - Student Information

State ID:	7113921825
Local ID:	009628
Status:	Inactive
School Exit Date:	06/19/2021
School Exit/Withdrawal Code:	L-Graduation

Table 3: Student Enrollment Record - Student Demographics

2020-2021	
Gender:	Female
Race/Ethnicity:	Bknelaog
Date of Birth:	05/09/2002
Age:	19
4 Year Graduation Cohort:	2020
Country of Birth:	United States
State of Birth:	NEW JERSEY
City of Birth:	Cicbdhdbu
City of Residence:	Mzgdqffavdqj
Home Language:	Spanish/Castilian
BI-literacy Language:	
Immigrant Status:	
First Entry Date into a US School:	

Table 4: Student Enrollment Record - Enrollment Information

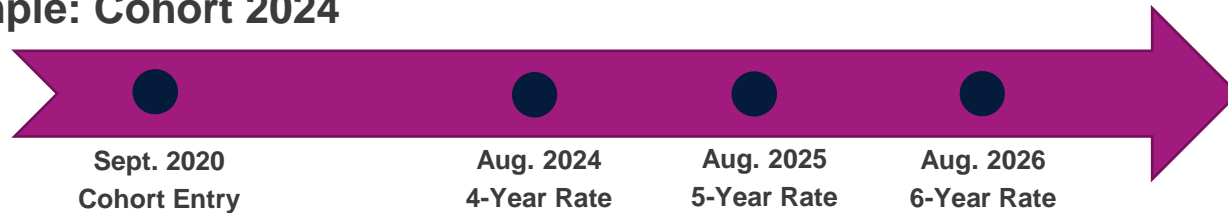
2020-2021	
4 Year Graduation Cohort Status:	Graduated



What does the 5-year and 6-year Graduation Profile show me?

In addition to reviewing four-year adjusted cohort graduation rates, the NJ SMART High School Graduation Cohort Status Profile also shows five-year and six-year adjusted cohort graduation rates.

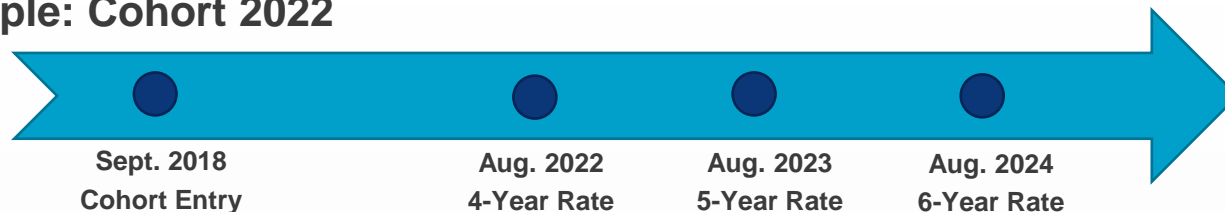
Example: Cohort 2024



Example: Cohort 2023

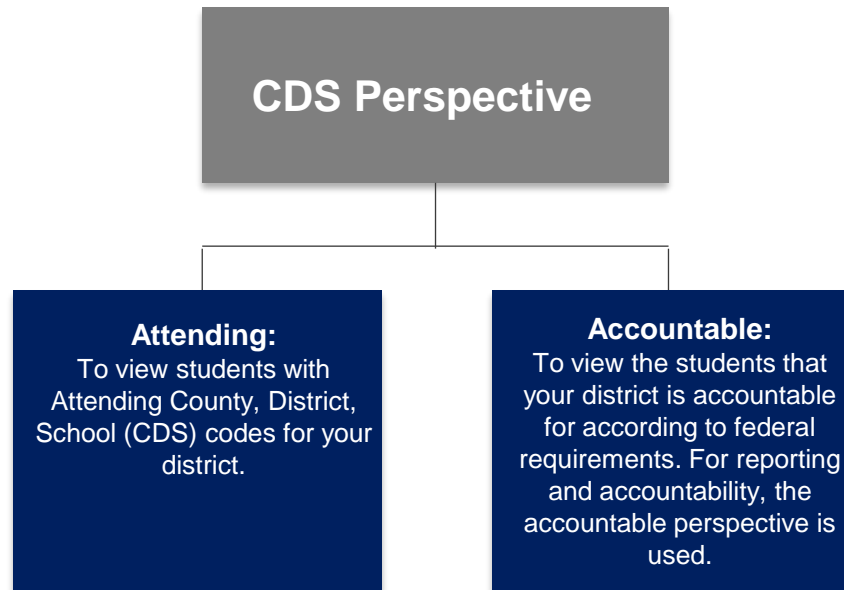


Example: Cohort 2022



What are my options for CDS Perspective?

The Graduation Profile has two options for profile display.



Download and review:

- [NJ SMART SID Management Reporting Responsibilities](#)
- [Graduation Accountable Rules User Guide](#)

What is the difference between State Snapshots and Local Data Mart (LDM) Reports?

LEAs can analyze student information in District Reports using either State Snapshot data or real-time (LDM) data.

Official State Snapshot Reports

- Periods of time when all LEAs must submit official student data for state and federal reporting purposes.
- Official Snapshots include: Fall (approx. October 13th), End of Year (approx. August 2nd), and High School Graduation (approx. August 30th).
- Snapshots include official SID Management data.
- *To view official state data from these periods in District Reports, choose “Official State Snapshot Report.”*

LDM Reports

- Periods of time between official Snapshots when LEAs can update student records and run district reports with real-time data.
- LDM data is pulled from real-time SID Management.
- *LDM Report data is refreshed automatically overnight, meaning all LDM report data is current SID Management data.*

What are the options for running the Official Reports and Local Data Mart (LDM) Reports?

Official Snapshot options:

Fall

October Snapshot

End of Year

Early August Snapshot

Graduation

Late August Snapshot

LDM options

(after uploading SID Management file for the new school year):

SID Management file

Current SID Management data (updated nightly)

What is the importance of reporting InDistrictPlacement?

InDistrictPlacement type indicates the reason for the placement when a student is attending a school that is not their resident school within their resident district

- This field is used to determine why the student is attending the InDistrictPlacement:
 - For Special Education: **SPECED**
 - English Language Learners: **ELL**
 - Alternative Education Program or recovery high school program: **ALTREC**
 - Adult high school: **ADULT**
 - Any other reason, such as parental/administrative placement: **OTHER**
- If InDistrictPlacement is incorrectly reported, graduation accountability can be incorrectly assigned.
- If there is a failure to report or misreported data for InDistrictPlacement, then an appeal must be filed, using Reason For Appeal H.



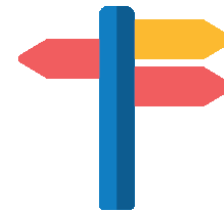


Questions?

Any questions on what we have reviewed thus far?

How are Transfer Students treated?

- **Transfer Out – Unverified** refers to students who your LEA inactivated as Transfers but were never re-activated by another district or state institution. **Therefore, your district is still accountable for the student.**
 - The most common cause for Transfer Out – Unverified records is when the new district assigns your student a new SID number.
 - When final Graduation Rates are calculated for the cohort and your district still has Unverified Transfer students, they will be considered *Dropouts*.
- **Transfer In** refers to students who transferred into your district and have been added to your adjusted cohort count.
 - Students will have a temporary “Transfer In” status until the first SID Snapshot subsequent to the transfer.



How are Dropout and Excluded Students treated?

- **Dropout** refers to students who have dropped out of school for various reasons. They are included in your cohort count but not as graduates and will therefore have an impact on your LEA's graduation rate.
- **Excluded from Cohort Status** refers to exempt cases that do not factor into the graduation rate (e.g., death of a student, transfer to parental instruction, transfer out of state, erased students).
 - These students are NOT included in your Adjusted Cohort Count.

What are the School Exit Withdrawal Codes for each status?

Students will fall into a status based on the School Exit Withdrawal Code entered upon Inactivation.

Status	School Exit Withdrawal Codes
Graduated	L
Transfer Out	T4, T6, T7, T10, TC, TR, TD, TA
Dropout	D1, D2, D3, D4, D5, D6, D7, D8, D10, D11
Excluded from Cohort	D9, T3, T8, T9, TP, PPE

What happens to erased students?

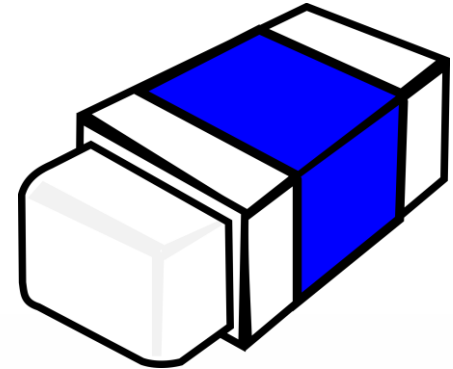
Erased students do not truly disappear. The student record is maintained, and the student is essentially exited with an “ER” or “IR” School Exit Withdrawal Code.

Student records should only ever be erased for two reasons:

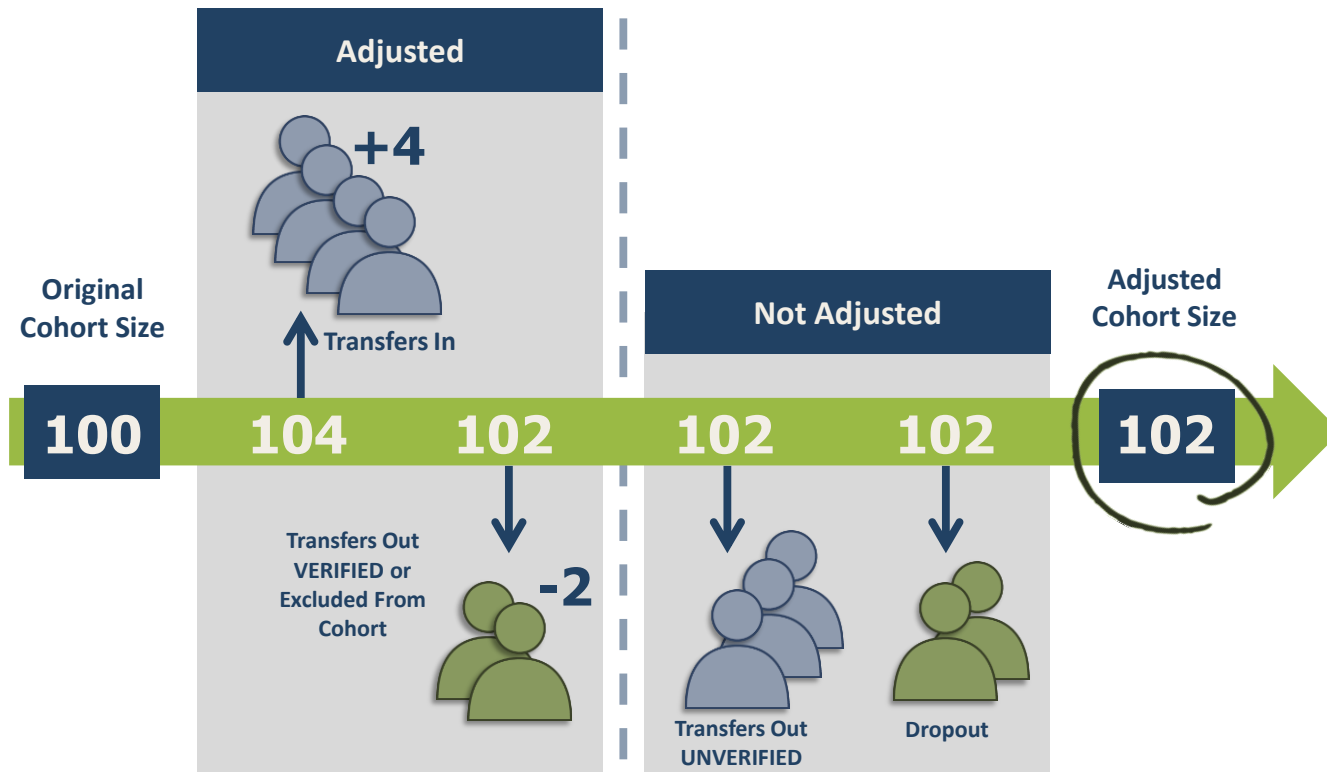
- Student was reported in error according to the NJ SMART Reporting Responsibilities (ER)
- Record does not represent an actual student (IR)

Important Note

NJ SMART performs a regular audit of the use of the Erase option.



How is cohort size adjusted over time?



What does Cohort Status mean for active students?

LEAs have the ability to track the progress of active students towards on-time graduation based on Grade Level.

- Incomplete SID Management Snapshots will affect your Cohort Statuses

Possible statuses for active high school students are:



How are active and inactive students' Cohort Statuses represented in the profile?

Unlike other NJ SMART District Reports, the Graduation Profile displays both active and inactive students.

HIGH SCHOOL GRADUATION COHORT STATUS PROFILE (SA)																				
State Snapshot Report: Aug 31, 2023 (Generated: 6/17/2024)																				
4-Year Rate																				
Accountable District																				
Clifton Public School District																				
All Schools																				
4 Year Graduation Cohort: 2023																				
Student Characteristics	State Adjusted Cohort Graduation Rate %	Federal Adjusted Cohort Graduation Rate %	Adjusted Cohort Count		Graduated (All Graduated)		Graduated (Federal)		Graduated (State, Not Federal)		Transfer Out - Unverified		On-Track Continuing		Off-Track Continuing		Dropout		Excluded From Cohort	
	= $\frac{[Graduated](All)}{[Adjusted Cohort Count]}$	= $\frac{[Graduated](Federal Calculation)}{[Adjusted Cohort Count]}$	# of Students	% of Total	# of Students	% of Total	# of Students	% of Total	# of Students	% of Total	# of Students	% of Total	# of Students	% of Total	# of Students	% of Total	# of Students	% of Total	# of Students	% of Total
Total Students	84.3%	81.7%	720	100.0%	607	84.3%	588	81.7%	19	2.6%	7	1.0%	28	3.9%	27	3.8%	51	7.1%	57	
School																				
Cannot be determined			1	0.1%													1	100.0%	2	
Clifton High School	84.4%	81.8%	719	99.9%	607	84.3%	588	81.7%	19	2.6%	7	1.0%	28	3.9%	27	3.8%	50	7.0%	55	



Which student group variables are available for analysis?

LEAs can break down Graduation Rate and Cohort Status variables by different student groups.

- Extracted from SID Management, Special Education Submission, and state assessment data

Entering/ Overall Values

- Entering Gender
- Entering Race/Ethnicity
- Overall Economically Disadvantaged (Lunch Status)
- Overall Special Education Status
- Overall Multilingual Learner
- Overall Migrant Status
- Overall Homeless Status
- Overall Military-Connected
- Overall Foster

Other Student Group Variables

(Most Recent Submission)

- Grade Level
- Students Retained Last Year
- Time in District
- Number of Days Absent

How does student inactivation affect my graduation rate?

LEAs must inactivate students from SID Management by August to ensure accurate graduation rates.

- Cohort 2024 students who are **active** after the August Graduation Snapshot count as a “non-graduate” in the LEA’s graduation rate.
- Timely inactivation of exited students allows the appropriate district to be accountable for the students.

Deadline to inactivate Cohort 2024 students:

- **August 30th, 2024 at 5PM** for all graduates.



How does inactivation affect Cohort Status?

2024 Cohort Status

CASE 1: SUCCESSFUL INACTIVATION

Students are inactivated prior to the August 30th deadline and properly accounted for in Graduation Rate calculations.



Graduate



Transfer



Dropout

CASE 2: FAILURE TO INACTIVATE

Students remain active after the August 30th deadline and are considered “non-graduates” in the Graduation Rate



Continuing

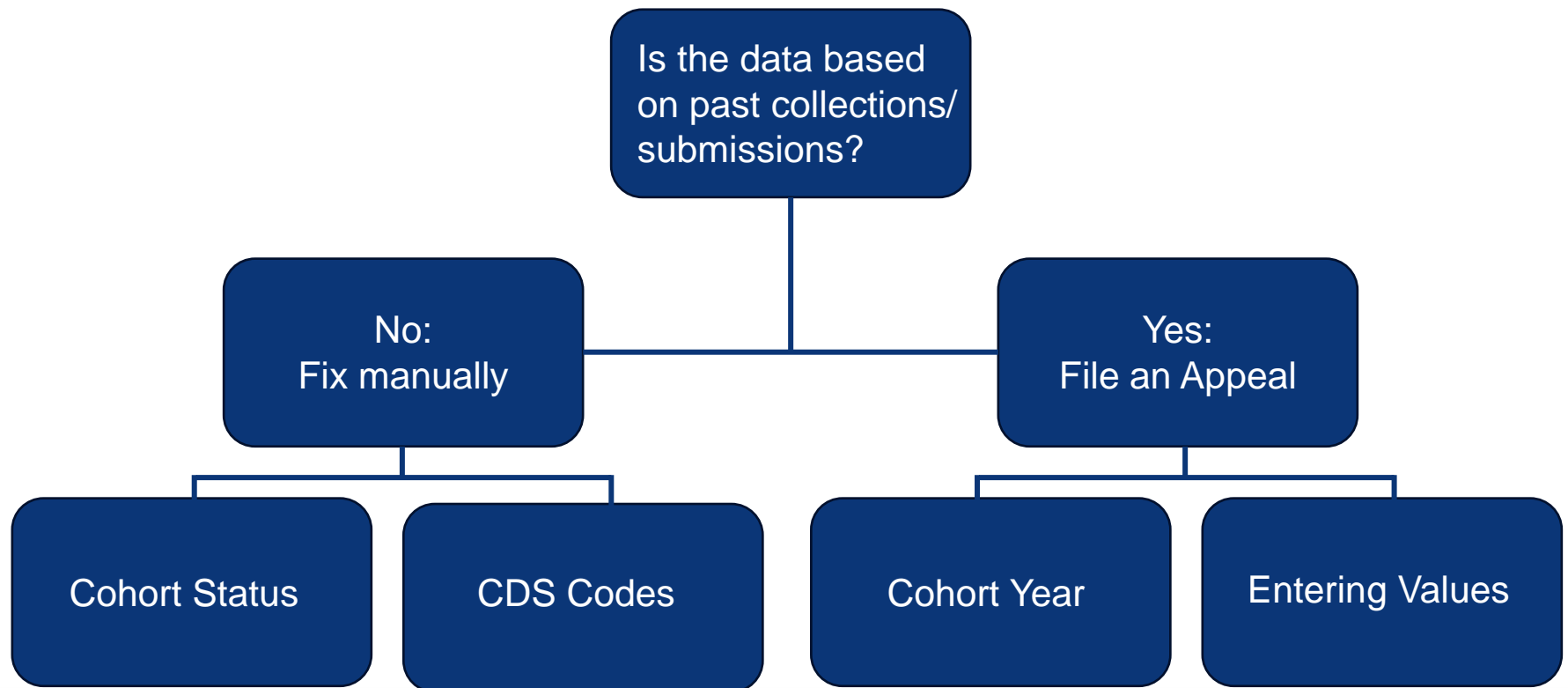


Where should I look to verify graduation data?

The Graduation Rate calculation takes into account data entered up to six years ago. Therefore, mistakes that were made due to poor data entry or student reporting can affect today's graduation rate.

Graduation Data:	To Verify:
Cohort Year	Examine past SID Management data or view the student's Enrollment Record for Grade Level
Entering Values	View the SID Management Snapshot when student joined the cohort by navigating to the QSAC page in SID Management
Cohort Status	Check the Student Exit Withdrawal Code (inactive students) or Grade Level (active students)
Transfer Out Unverified	Resolve to ensure all relevant transfers are captured on the August 30 th Graduation Snapshot

How do I correct my data errors related to the Graduation Profile?



Note: This applies only before the August 30th Snapshot, any corrections after the snapshot will require an appeal to be filed.

How can I appeal questionable graduation data?

Specific student data can be appealed during the Graduation Appeals period through the NJ SMART portal.

- Such as: Cohort status, Transfer Cases, Cohort Year, CDS Codes, Entering Values
- Download the [Graduation Appeals User Guide](#)

The NJ SMART Graduation Appeals Process will open on September 16th 2024

- Approved Appeal requests will be applied retroactively to the August 30th Snapshot



Questions?

Any remaining questions before we adjourn the meeting?

Available Resources

NJ SMART Helpdesk



1-800-254-0295
njsmart@pcgus.com

Resources & Trainings



[NJ SMART Resources](#)
[& Trainings](#)

Please Provide your Feedback



We'd love to hear
from you!



Solutions that Matter

