

Technical Guide for the 2004-05 Florida High School Graduation Rate

<http://www.firn.edu/doe/eias/eiaspubs/reports.htm>

Accountability, Research, and Measurement
Education Information and Accountability Services



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Florida Department of Education
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John L. Winn, Commissioner

www.fldoe.org

Florida Department of Education
Education Information and Accountability Services
852 Turlington Building
325 W. Gaines Street
Tallahassee, Florida 32399-0400

Phone: (850) 245-0400, SunCom 205-0400

Fax: (850) 245-9097

www.firn.edu/doe/eias

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*The abbreviation *DOE* designates the Florida Department of Education.

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Introduction

This guide is designed to help MIS and program personnel understand data collection procedures and programming for calculating Florida's high school graduation rate. Note that beginning with the 1998-99 school year, Florida implemented a cohort-based method for calculating the rate based on the compilation and tracking of individual student records.

Ideally, the graduation rate calculation should account for every student entering and leaving the school population. The calculation is designed to account for students who transfer out of the school population by removing them from the group of students (cohort) for which the school district is held responsible. Likewise, students who transfer into the school population are added to the cohort by being included in the count of the class with which they were initially scheduled to graduate (i.e., upon entry). For example, a 10th grader who transfers into the district will be included with the 4-year cohort of students who entered ninth grade for the first time during the previous year.

Determining the denominator for the formula involves the following steps: determine the cohort of students who enrolled as first-time ninth-graders four years prior to the year for which the graduation rate is to be measured; add to this group any subsequent incoming transfer students who are on the same schedule to graduate; and subtract students who transfer out for various reasons, or who are deceased. The numerator simply consists of the number of graduates from this group (diploma recipients)*. Information on the programming used to execute these calculations is provided in the section on DOE programming steps (p. 3).

Districts will be able to review and verify the data used in formulating the new rate by viewing/downloading customized files as described in the section titled "Electronically Viewable Reports for Districts" (p. 4).

Data-reporting concerns relating to the new graduation rate calculation are addressed in the section titled "Submitting and Reviewing Corrections to the Data" (p. 5), which also addresses procedures for correcting previously submitted data.

Finally, the listing on p. 6 provides additional information for resources on Florida's high school graduation rate.

* Excludes certificates of completion.

Applicable DOE Database Reporting Formats and Data Elements

The specific reporting formats and data elements used in the department’s programming for the new rate are listed below. Reporting format titles are highlighted in boldface type. Data elements are italicized.

Student Demographic Information

District Number, Current Enrollment

School Number, Current Enrollment

Student Number Identifier, Florida

Survey Period Code

Grade Level

Year

Student Number Identifier—Alias, Florida

Student Course Schedule

District Number, Current Enrollment

School Number, Current Enrollment

Student Number Identifier, Florida

Survey Period Code

Fiscal Year

Course Number

Prior School Status/Student Attendance

District Number, Current Enrollment

School Number, Current Enrollment

Student Number Identifier, Florida

School Year

Survey Period Code

Withdrawal Code, PK-12

Withdrawal Date

Student End of Year Status

District Number, Current Enrollment

School Number, Current Enrollment

Student Number Identifier, Florida

School Year

Survey Period Code (always 5)

Grade Promotion Status

Diploma Type:

W06, W07, W10, WGD, W27, W43, W45, WFW, WFT, W6A, W6B, WFA, WFB

Withdrawal Reason

Grade Level

Withdrawal Date

The section on the following page details the programming steps used by the DOE for calculating the rate.

DOE Programming Steps

(general description of process)

1. Pull 9th graders using fall survey data (Survey 2 data from Student Demographic Information) submitted for the year four years prior to the year of graduation.
2. Check to ensure that students are actually enrolled during Survey 2 in the beginning year of the cohort by verifying that the students have course records on the Student Course Schedule format.

Steps 1 and 2 provide the initial cohort of students to be tracked over four years.

3. Pull out 9th grade repeaters from this group. This is done by looking for retentions from the prior year's Student End of Year Status format, using the *Grade Promotion Status* data element (coded "R"s for students who are retained) and also by matching against any students who were coded as 9th graders the prior year, again using Student End of Year Status records.
4. Review the Student End of Year Status format for each of the four years covered to identify incoming transfers on the same schedule to graduate as students in the initial cohort.

Data elements used in this step are the following:

- *District Number, Current Enrollment* • *School Number, Current Enrollment*
- *Student Number Identifier, Florida* • *Grade Level*

Add the incoming transfers to the group of students being tracked (cohort).

5. For this combined population, use the Student Attendance format to determine *Withdrawal Codes* and the Student End of Year Status format to determine *Withdrawal Reason* and *Diploma Type*.
6. Classify students in this population according to where they belong in the following groups. (Applicable withdrawal codes are shown in parentheses.)
 - Graduates (W06, W07, W10, W27, WGD, W43, W45, WFW, WFT, W6A, W6B, WFA, WFB)
 - Dropouts (DNE, W05, W11, W13-W23)
 - Students transferring out of the district (W03)
 - (For a school graduation rate, code W02 would also be used to identify students transferring out of the school to another school in the district.)
 - Deceased students (W12)
 - Students who left to enroll in a private school (W04)
 - Students who left to enroll in a home education program (W24)
 - Students who left to enroll in an adult education program (W26)

Any student who is not classified in one of the above categories is considered a non-graduate.

7. Determine the adjusted cohort to provide a denominator for the calculation. The adjusted cohort is determined by adding all the students from steps 1 through 5 and then subtracting students in the following categories:

- Students transferring out of the district (W03)
(For a school graduation rate, code W02 would also be used to identify students transferring out of the school to another school in the district.)
- Deceased students (W12)
- Students who left to enroll in a private school (W04)
- Students who left to enroll in a home education program (W24)
- Students who left to enroll in an adult education program (W26).

8. Determine the graduation rate by performing the following calculation:

Number of graduates (W06, W07, W10, W27, WGD, W43, W45, WFW, WFT, W6A, W6B, WFA, WFB) ÷ number of students in the adjusted cohort.

Electronically Viewable Reports for Districts

Authorized data-management personnel in Florida’s school districts have access to a set of electronic files that provide a breakdown of the population of students being tracked by diploma type, withdrawal reason, and withdrawal code over the four-year period applicable to the graduation rate. A unique file set is available for each district showing students included in the district’s cohort (file series F63494) as well as students included in schools’ cohorts within the district (file series F70307). Both file series include a data file ordered by student ID number (suffix .DATA), a report file ordered by student name (suffix .ALPHA), and a report file ordered by school and then by student name. The “alpha” file/report may be particularly useful in showing duplications—i.e., students with the same name and different ID numbers. The file ordered by school in the F70307 series allows for inspection of individual schools’ cohorts. The column headings on each report show the district number and name, the school number, the student ID number (Student Number Identifier, Florida), the student’s last name, the student’s first name, the student’s alias ID number (Student Number Identifier—Alias, Florida), the student’s gender, race, and birth date, and the student’s final classification based on the most recent withdrawal code/reason on record. Here is an example of how the data appears in the report files:

FLORIDA DEPARTMENT OF EDUCATION COHORT GRADUATION RATE USING A SCHEDULED TO GRADUATE POPULATION [additional headings]										
Heading/title ⇒										Data ⇓
				A: ATTENDANCE WITHDRAWAL CODE		D: DIPLOMA TYPE				
				C: CERTIFICATE TYPE		E: EOY WITHDRAWAL REASON				
DIST	DIST NAME	SCHOOL	STUID	LAST NAME	FIRST NAME	ALIAS	GENDER	RACE	BIRTH DATE	FINAL STATUS
64	VOLUSIA	6633	123456789x	DOE	JANE	6477543210	F	H	19870511	W06
Y1: A-W01 D-ZZZ C-ZZZ E-ZZZ Y2: A-W01 D-ZZZ C-ZZZ E-ZZZ Y3: A-W01 D-ZZZ C-ZZZ E-ZZZ Y4: A-W06 D-W06C-ZZZ E-ZZZ										
	VOLUSIA	6633	113456789x	DOE	JOHN	6476543210	M	W	19870312	W06
Y1: A-W01 D-ZZZ C-ZZZ E-ZZZ Y2: A-W01 D-ZZZ C-ZZZ E-ZZZ Y3: A-W01 D-ZZZ C-ZZZ E-ZZZ Y4: A-W06 D-W06C-ZZZ E-ZZZ										

The example above shows data for two students. Two lines/rows of data are provided for each student, with the second line showing the withdrawal codes for the student over the four-year span applicable to the graduation rate tracking.

Submitting and Reviewing Corrections to the Data

Data Reporting Concerns and Troubleshooting

During inspection of data used in previous calculations of the proposed graduation rate, the DOE became aware of several concerns in data submission that may affect the accuracy of the proposed rate. Some of the more common problems are listed below.

Improper reporting of *Student Number Identifier—Alias, Florida*. In order to accurately track students across surveys and reporting years when the *Student Number Identifier, Florida* changes, the DOE relies on the *Student Number Identifier—Alias, Florida* to be the link. If the alias number for a student is mistakenly changed when a new record is submitted to update the student's regular ID number, then an additional/extraneous record is created for the student (in lieu of the old record being updated), since the *Student Number Identifier—Alias, Florida* on the new record is different from the alias number on the old record and there is no ID number to link the new record with the record to be updated.

Inappropriate codes reported on certain record formats. Problems can occur when codes in certain elements on the Student End of Year Status records do not match withdrawal codes on the Prior School Status/Student Attendance records. For example, a W06 (standard diploma) may mistakenly be reported in the *Withdrawal Code* field on the Prior School Status/Student Attendance record for a student while the *Diploma Type* on the Student End of Year Status record for the same student is z-filled. As appropriate, withdrawal codes reported on the Prior School Status/Student Attendance record must match withdrawal codes reported on the Student End of Year Status record for the elements *Diploma Type*, *Certificate of Completion Type*, and *Withdrawal Reason*.

Discrepancy between local records and records submitted to the state. Students may complete a particular school year and be expected to return the following school year, but may never enroll. For example, a student may withdraw in August prior to the beginning of the school year. The district will record this withdrawal in its system, but the withdrawal is currently not submitted to the state. In addition, there are students who are considered DNEs at the beginning of the school year but for whom the district may determine another appropriate withdrawal code. Only the remaining DNEs are currently submitted to the state. In such cases, districts should therefore update the *Withdrawal Reason* element on the Prior School Status/Student Attendance record) for the year prior to the year the student was not enrolled.

Missing record formats. The data for a student for a particular year is not complete unless all the appropriate record formats were submitted for that student. For example, if a student has a Student End of Year Status record and no matching Prior School Status/Student Attendance record, the data will be incomplete (and relevant data may be missing).

Improper reporting of *Grade Level* on the Student End of Year Status record. The *Grade Level* code on the Student End of Year Status format is used in determining the cohort for the graduation rate calculation. Hence, the *Grade Level* on the Student End of Year Status format must reflect the grade level for the 180-day school year just passed.

Inappropriate reporting of nonpublic/home-education students served in districts. The appropriate *School Number*, *Current Enrollment* for nonpublic or home education students served in a district is N999 and N998, respectively. These students are not to be reported on the Student End of Year Status record. If districts use a valid school number other than N998 or N999 and report these students on the Student End of Year Status record, they will be included in the cohort (denominator) for the graduation rate calculation. This problem can be minimized by reviewing records to determine if any nonpublic or home education students served in the district have been reported to the state on the Student End of Year Status record. If so, delete the applicable record(s).

Submitting Corrections

Corrections to data for 2004-05 Survey 2 may be submitted using normal procedures for updating student records on the DOE Automated Information Database, up until the regular update deadline has passed. Updates to Survey 2, 2004-05, are due no later than July 29, 2005. The DOE is also providing school districts with an opportunity to update duplicated sets of certain archived surveys and record formats for the reporting years 2000-01 through 2003-04. These updated record formats will only be used for graduation rate calculations. The deadline for submitting corrections to 2004-05 Survey 5 data for grad-rate processing is October 28, 2005. Specific instructions and information concerning this process were e-mailed to accountability coordinators and student database contacts in correspondence dated March 16, 2005, under the subject heading “timeline and procedures for processing 2004-05 graduation rate data.” Additional copies of this correspondence can be obtained by e-mailing a request to ed.croft@fldoe.org.

Requesting Reports for Viewing/Downloading to Verify Corrections

The schedule for updates to the report is included in the timeline beginning on p. 7 of this publication. For additional questions, contact Education Information and Accountability Services at (850) 245-0400; SC 205-0400.

Additional Resources

For additional background information on Florida’s graduation rate data processing, contact Edward Croft (ed.croft@fldoe.org) or Cyndi Holleman (cyndi.holleman@fldoe.org) by e-mail or by phone at (850) 245-0400, SC 205-0400.

Timeline for Data Verification, Updating, and Processing (2004-05)

March 16, 2005	Notification memo (e-mail) to district student database contacts and coordinators of accountability
April 19, 2005	Cohort graduation rate preliminary file/report available*
April 19, 2005	Archived records for use in update available**
June 27-July 22, 2005	Window for update to archived files (Batches submitted by 4 PM will be processed that day.)
July 12 & 19, 2005	Updated reports/file available. NOTE: school level files may be a day late.
August 2, 2005	Final reports/file available reflecting updates to archived files
August 5, 2005	Due date for 2004-05 Survey 5
September 9, 2005	Close of 2004-05 Survey 5 state processing window
September 19, 2005	Initial complete reports available***
October 3, 2005	Preliminary graduation rate available
October 7-28, 2005	Update window for 2004-05 Survey 5 and archived files
November 4, 2005	2004-05 final graduation rate and final reports***

***Preliminary Report Files**

This file/report contains preliminary data for only three years because we will not have your 2004-2005 Survey 5 data until after the close of the survey in September 2005. Please keep in mind that when you eventually receive your report containing all students in the cohort, the students in the preliminary file might have a different status. District-level and school-level files are shown on the next page.

District Files: (“xx” is replaced by the district number)

DPSxx.GQ.F63494.Y04055	unadjusted cohort sorted by student ID
DPSxx.GQ.F63494.Y04055.ALPHA	unadjusted cohort sorted by last name
DPSxx.GQ.F63494.Y04055.DATA	raw data file

School Files: (“xx” is replaced by the district number)

DPSxx.GQ.F70307.Y04055
DPSxx.GQ.F70307.Y04055.ALPHA
DPSxx.GQ.F70307.Y04055.DATA

Layout of .Data file in DPS.DISTRICT.FORMAT.Y0405(F63494, F70307)

****Archived Records for Use in Updating** (“xx” is replaced by the district number)

DPSxx.GQ.F607750 Student Demographic Information
 DPSxx.GQ.F609530 Student End-of-Year Status
 DPSxx.GQ.F624110 Student Attendance (0001, 0102)
 DPSxx.GQ.F702140 Prior School Status/Student Attendance (years after 0102)

Data sets in original format available for download.

Note: The format “Student Attendance” was replaced with “Prior School Status/Student Attendance” in 2002-03.

*****2004-2005 Graduation Rate Reports** (Replace “xx” with the district number.)

District Files:

DPSxx.GQ.F63494.Y04055 (all students in cohort sorted by school)
 DPSxx.GQ.F63494.Y04055.ADULT (W26s)
 DPSxx.GQ.F63494.Y04055.DROPOUT
 DPSxx.GQ.F63494.Y04055.GRAD
 DPSxx.GQ.F63494.Y04055.NOTGRAD (not graduating)
 DPSxx.GQ.F63494.DATA
 DPSxx.GQ.F63494.ALPHA (all students in cohort sorted by name)

School Files:

DPSxx.GQ.F70307.Y04055
 DPSxx.GQ.F70307.Y04055.ADULT
 DPSxx.GQ.F70307.Y04055.DROPOUT
 DPSxx.GQ.F70307.Y04055.GRAD
 DPSxx.GQ.F70307.Y04055.NOTGRAD
 DPSxx.GQ.F70307.DATA
 DPSxx.GQ.F70307.ALPHA

Layout of .Data file in DPS.DISTRICT.FORMAT.Y0405 (F63494, F70307)

In addition, when initial complete reports become available on September 19, 2005, we will make available the following reports, which show a breakdown of the count of students in the initial cohort build, adjustment categories (e.g., outgoing transfers), the adjusted cohort (denominator), the number of graduates (numerator), dropouts, and other non-graduates, and the rate figure:

DPSxx.GQ.F63494.Y04055.GRATE (district rates)
 DPSxx.GQ.F70307.Y04055.GRATE (school rates)

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