

Troubleshooting Graduation Reports

Overview

- Graduation Reports
 - Generated using EMIS data reported by traditional districts, JVSDs, community schools, and STEM schools
 - Used to verify students have met graduation requirements as expected
 - Available to LEAs who report graduates through the Graduate Collection
- This presentation will focus on troubleshooting the reports to verify graduation data

Outline

- Understanding Graduation Requirements
- Accessing and Preparing Graduation Pathway Reports
- Troubleshooting Graduation Pathway Reports
- Troubleshooting the Graduation Rate Report
- ODDEX Graduation Data

Understanding Graduation Requirements

Class of 2018 Graduation Requirements

Entered grade 9 between July 1, 2014 and June 30, 2015

- Complete Courses
- Meet Other Requirements
- Meet Pathway(s)
- Additional information
 - <http://education.ohio.gov/Topics/Ohio-s-Graduation-Requirements>

Complete Courses

Students must meet state minimum requirement of 20 credits*

- Districts may require more credits to graduate

Courses	Credits
English Language Arts	4
Health	1/2
Mathematics	4
Physical Education	1/2
Science	3
Social Studies	3
Electives	5

*This is not a complete list of course/credit options. LEAs should consult the ODE website for additional information

Other Requirements

- Student Attribute – No Date Record (FN)
 - CORE Economics and Financial Literacy Requirement Met (FN240)
 - CORE Fine Arts Requirement Met (FN250)
 - Exempted from Physical Education Graduation Requirement (FN260)
- Report as Yes or No
- Experiences completed by a student to meet these requirements may or may not be for graduation credit and may or may not be reported via the Student Graduation – Core Summary Record (GC)

Other Requirements, cont'd

- CORE Economics and Financial Literacy Requirement Met (FN240)
 - Indicates if a student has met the CORE Economics and Financial Literacy Requirement
- CORE Fine Arts Requirement Met (FN250)
 - Indicates if a student has met the two semester CORE Fine Arts Requirement
- Exempted from Physical Education Graduation Requirement (FN260)
 - Indicates if the district has adopted a policy to exempt certain students from the Physical Education graduation credit requirement and if the student has met the policy's requirements

Other EMIS Elements

- Special Education Graduation Requirement (FE) Record
 - Report by assessment area in which the student has been granted an exemption for graduation as indicated on the student's IEP
- Fiscal Year that Student Began Ninth Grade (FN110)
- Military Compact Graduation Alternative (FN310)
 - EMIS Change 62074 – Military Transfer Students – update for EOC requirements

Pathways for the Class of 2018

- Must meet all requirements for at least one of the following pathways
 - Ohio's State Tests
 - Industry-Recognized credential and score on workforce readiness test
 - College and career readiness tests
 - Class of 2018 has two additional pathways
 - Option 1 non-CTE focus
 - Option 2 CTE focus

Ohio's State Tests Pathway

- Must earn at least 18 points on End of Course (EOC) exams or approved substitute tests with a minimum of
 - 4 points on English tests
 - 4 points on Math tests
 - 6 points on Science and Social Studies tests
- 7 EOC exams
 - Can earn between 1 and 5 points on each test
 - May earn points through approved substitute tests
 - Students with disabilities may earn graduation points based on attempts and graduation exemptions

Ohio's State Tests Pathway Substitute Tests

- Graduation points earned for course grades prior to July 1, 2015
 - Enter an EOC Exam with a Score Not Reported reason of “W”
 - Report score value of the number of graduation points earned
- Graduation Points earned for College Credit Plus (CCP) Courses
 - Enter an EOC Exam with a Score Not Reported reason of “X”
 - Report score value of the number of graduation points earned

Ohio's State Tests Pathway Substitute Tests, cont'd

- Student transferred in with course already completed out of state or while being homeschooled
 - Number of required graduation points will be reduced
 - Enter an EOC Exam with a Score Not Reported reason of “Y” and score of ***
- See specific information as to timelines, subjects and graduation points for these substitute tests at
 - <http://education.ohio.gov/Topics/Ohio-s-Graduation-Requirements/18-Points-on-State-Tests>

More Substitute Tests

- Student received graduation credit for alternative Non-Public school EOC assessment prior to public district enrollment
 - Enter an EOC Exam with a Score Not Reported reason of “2”
 - Report score value of the number of graduation points earned
 - See specific information and graduation points for these substitute tests at http://education.ohio.gov/getattachment/Topics/Quality-School-Choice/Private-Schools/Chartered-Nonpublic-School-Information/noncharter_nonpublic_pls.pdf.aspx

More Substitute Tests, cont'd

Approved Advanced Placement (AP) or International Baccalaureate (IB) tests

- Report the actual AP and/or IB tests to EMIS and the graduation points will be calculated automatically based on the test scores
- See subject and graduation point information at <http://education.ohio.gov/Topics/Ohio-s-Graduation-Requirements/18-Points-on-State-Tests>

Industry-Recognized credential and score on workforce readiness test pathway

Must earn

- Industry Credential or a group of credentials totaling 12 points
 - One or more credentials within the same pathway
- AND earn a WorkKeys score of 13
- For more information on this graduation pathway go to <http://education.ohio.gov/Topics/Ohio-s-Graduation-Requirements/Industry-Recognized-Credentials-and-WorkKeys>
- For more information on CTE pathways <https://education.ohio.gov/Topics/Ohio-s-Graduation-Requirements/Industry-Recognized-Credentials-and-WorkKeys/Industry-Recognized-Credentials>

College and career readiness tests

Must earn remediation-free scores in math and English Language Arts on the

- ACT or SAT
- Scores must come from one of the test types and cannot be a combination between the ACT and SAT
- For additional information on scores and timelines go to <http://education.ohio.gov/Topics/Ohio-s-Graduation-Requirements/College-and-Career-Readiness-Test>

Option 1 non-CTE focus

- Report Program code 520001 – Student expected to graduate in the Class of 2018 has completed additional graduation option 1
 - Meet credit requirements
 - Take all seven EOC exams and retakes as required
 - Meet two of nine additional options
 - For a full description of the additional options refer to <http://education.ohio.gov/Topics/Ohio-s-Graduation-Requirements/News/Two-additional-graduation-options-available-for-th>
- Student Program Records (GQ) can now be reported in the Graduate collection

Option 2 – CTE Focus

Report Program code 520002 – Student expected to graduate in the Class of 2018 has completed additional graduation option 2

- Meet course and credit requirements
- Take all seven EOC exams
- Finish a CTE program that includes four courses in a single pathway
- Complete one
 - Earn a total score of proficient or better based on all CTE exams or test modules
 - Earn and Industry Credential (s) that equal 12 points
 - Complete a workplace experience totaling 250 hours with evidence of positive evaluations
- For a full description of this pathway, refer to <http://education.ohio.gov/Topics/Ohio-s-Graduation-Requirements/News/Two-additional-graduation-options-available-for-th>

2019 and Beyond Graduation Requirements

- Entered grade 9 after July 1, 2015
 - Requirements are similar but not exactly the same as the Class of 2018
 - Students must also meet all requirements for one of three pathways
 - Ohio's State Tests
 - Industry-Recognized credential and score on workforce readiness test
 - College and career readiness tests
- For addition information and to watch for updates, check <http://education.ohio.gov/Topics/Ohio-s-Graduation-Requirements/Earning-an-Ohio-High-School-Diploma-for-the-Cl-1>

Quick Check

The Class of 2018 have multiple ways to meet graduation requirements. EMIS data will be used to determine which pathway(s) the student meets. The graduation reports will aid in determining if EMIS data has been reported correctly.

- What are your district's graduation requirements?
- Who is monitoring students' pathway progress?
- Who in your district do you work with to validate this data?

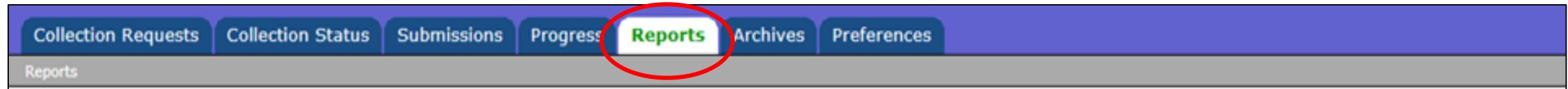
Accessing and Preparing Graduation Pathway Reports

FY18 Graduation Report Status

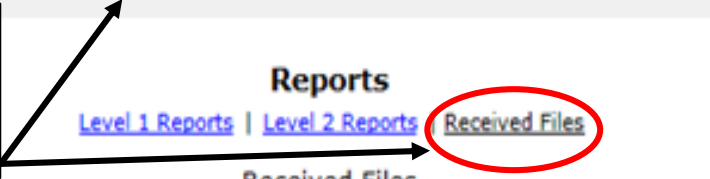
Five 2018 Graduation Pathway reports are currently available as Received Files in the Data Collector

- Are updated periodically
- Will transition to Level 2 Reports within the FY18 Graduation Collection
- 2018_GRAD_Cohort-EOC-Path-Req-Stat_2018XXXX.xls
 - 2018_GRAD_Cohort-EOC-Asmnt-Detail_2018XXXX.xls
 - 2018_GRAD_Cohort-Non-EOC-Pts-Detail_2018XXXX.xls
- 2018_GRAD_Cohort_SAT-ACT_Path_Req_stat_2018XXXX.xls
- 2018_GRAD_Cohort_WK-IndCred_Path_Req_stat_2018XXXX.xls

Locating the Reports



In the Reports tab of the Data Collector, select Received Files



Use filters to narrow the search for files or use blank filters to see all received files

Choose the filter criteria then click the List Files link to generate a list of received files matching these criteria.

Filter Options

Files for LEA: <input type="text" value="All authorized"/>	Data Set: <input type="text" value="All"/>	Year: <input type="text" value="All"/>	Category: <input type="text" value="All"/>
LEA IRN: <input type="text"/>	File name includes: <input type="text" value="grad"/> and <input type="text"/>	Exclude: <input type="checkbox"/> Archive files from the list	
Received on or after: <input type="text" value="04/18/2018"/>	and on or before: <input type="text"/> (mm/dd/yyyy)	Created on or after: <input type="text"/>	and on or before: <input type="text"/> (mm/dd/yyyy)

Output Option

Group By: LEA Data Set Category Short File Name None

Zip File: Combine received files into a compressed .zip file

[List Files](#)

Select "List Files" to view the received files

Opening the Reports

Five Graduation Pathway files are available for the 2018 Graduation Cohort and for the 2019 Graduation Cohort

Select an individual report to open

LEA / File	Data Set	Category	Short Name	File Size	Version	Timestamp
(Count: 10)						
2018 GRAD Cohort-EOC-Asmnt-Detail 20180418.xls	NONE	N/A	Cohort-EOC-Asmnt-Detail	97280	1	04/24/2018 11:54:47 AM
2018 GRAD Cohort-EOC-Path-Req-Stat 20180418.xls	NONE	N/A	Cohort-EOC-Path-Req-Stat	40960	1	04/24/2018 12:42:23 PM
2018 GRAD Cohort-Non-EOC-Pts-Detail 20180418.xls	NONE	N/A	Cohort-Non-EOC-Pts-Detail	48128	1	04/24/2018 01:23:50 PM
2018 GRAD Cohort SAT-ACT Path Req stat 20180418.xls	NONE	N/A	Cohort_SAT- ACT_Path_Req_stat	73216	1	04/24/2018 01:49:24 PM
2018 GRAD Cohort WK-IndCred Path Req stat 20180418.xls	NONE	N/A	Cohort_WK- IndCred_Path_Req_stat	33792	1	04/24/2018 02:34:47 PM
2019 GRAD Cohort-EOC-Asmnt-Detail 20180418.xls	NONE	N/A	Cohort-EOC-Asmnt-Detail	89088	1	04/24/2018 03:02:55 PM
2019 GRAD Cohort-EOC-Path-Req-Stat 20180418.xls	NONE	N/A	Cohort-EOC-Path-Req-Stat	41472	1	04/25/2018 10:29:39 AM
2019 GRAD Cohort-Non-EOC-Pts-Detail 20180418.xls	NONE	N/A	Cohort-Non-EOC-Pts-Detail	44032	1	04/25/2018 09:16:18 AM
2019 GRAD Cohort SAT-ACT Path Req stat 20180418.xls	NONE	N/A	Cohort_SAT- ACT_Path_Req_stat	36352	1	04/24/2018 03:31:21 PM
2019 GRAD Cohort WK-IndCred Path Req stat 20180418.xls	NONE	N/A	Cohort_WK- IndCred_Path_Req_stat	56320	1	04/24/2018 04:11:41 PM

Prepare the Report

- Open 2018_GRAD_Cohort-EOC-Path-Req-Stat_2018XXXX.xls
- Prepare your report for analysis
 - Select header row and wrap text
 - Freeze top row
 - Justify column width
 - Apply filters
- Since this report does not contain names, we will demonstrate a VLOOKUP to add names

VLOOKUP to Add Student Names to a Report

The next series of slides will demonstrate how to use the VLOOKUP function to add names to your reports

- Add names to 2018_Grad_Cohort_EOC_Path_Req_Stat
- Use the Student Demographic (GI) File from the FY18 Student End of Year collection in the data collector to add student names to the file
 - This file will contain most of your on time graduates and others can be manually added after the VLOOKUP is completed
 - Another file of your choice that contains student names and SSIDs could be used in this process

Open Demographic File

Cut column H, and insert cut cells into column A

The SSID column needs to be moved to the left side of the report

The screenshot shows an Excel spreadsheet with a context menu open over column H. The menu options are: Cut, Copy, Paste Options, Paste Special..., Insert, Delete, Clear Contents, Format Cells..., Column Width..., Hide, and Unhide. The spreadsheet data is as follows:

	A	B	C	D	E	F	G	H	I	J	K	L	M	N
	Fiscal Year	Reporting Period	Building IRN	EMIS Student ID Number	Last Name	First Name	Middle Name	State Student ID	Native Language	Student Home Language	Hispanic/Latino	Record Valid		
1	2018	S	111111	12381	Adams	Jeffrey	*	AA1234	ENG	***	N	Yes		
2	2018	S	111111	12384	Allen	Joseph	*	AA1234	ENG	***	N	Yes		
3	2018	S	111111	12388	Anderson	Sharon	*	AA1234	ENG	***	N	Yes		
4	2018	S	111111	12366	Appleseed	Johnny	*	AA1234	ENG	***	N	Yes		
5	2018	S	111111	12374	Bailey	Ronald	*	AA1234	ENG	***	N	Yes		
6	2018	S	111111	12375	Bell	Ryan	*	AA1234	ENG	***	N	Yes		
7	2018	S	111111	12370	Clark	Katherine	*	AA1234	ENG	***	N	Yes		
8	2018	S	111111	12365	Coleman	Carol	*	AA1234	ENG	***	N	Yes		
9	2018	S	111111	12351	Doe	Johnny	*	AA1234	ENG	***	N	Yes		
10	2018	S	111111	12389	Doe	Sally	*	AA1234	ENG	***	N	Yes		
11	2018	S	111111	12386	Down	Robert	*	AA1234592	F	W	ENG	***	N	Yes
12	2018	S	111111	12354	Dylan	Davis	*	AA1234578	M	W	ENG	***	N	Yes

Move SSID Column and Sort by SSID

Select column A, right click and select Insert Cut Cells

Verify that the report is sorted by SSID

Year	SSID	EMIS Student ID	Last Name	First Name	Middle Name	State	Student ID	Gender	Racial/Ethnic Group	Native Language	Home Language	Hispanic/Latino	Record Is Valid
2018	S	111111	12381	Adams	Jeffrey	*	AA1234606	M					
2018	S	111111	12384	Allen	Joseph	*	AA1234595	M					
2018	S	111111	12388	Anderson	Sharon	*	AA1234610	F					
2018	S	111111	12366	Appleseed	Johnny	*	AA1234568	M	W	ENG	***	N	Yes
2018	S	111111	12374	Bailey	Ronald	*	AA1234604	M	W	ENG	***	N	Yes
2018	S	111111	12375	Bell	Ryan	*	AA1234608	M	W	ENG	***	N	Yes
2018	S	111111	12370	Clark	Katherine	*	AA1234615	F	W	ENG	***	N	Yes
2018	S	111111	12365	Coleman	Carol	*	AA1234602	F	W	ENG	***	N	Yes
2018	S	111111	12351	Doe	Johnny	*	AA1234570	M	W	ENG	***	N	Yes
2018	S	111111	12389	Doe	Sally	*	AA1234571	F	W	ENG	***	N	Yes
2018	S	111111	12386	Down	Robert	*	AA1234592	F	W	ENG	***	N	Yes
2018	S	111111	12354	Dylan	Davis	*	AA1234578	M	W	ENG	***	N	Yes
2018	S	111111	12346	Enrique	Juan	*	AA1234581	M	H	ENG	***	Y	Yes

Open Pathway File Needing Names

Sort the file by SSID

Highlight column H then right Click and select "Insert" to create a new blank column H

1	LEA_IRN	BLDG_IRN	Result	Result_Description	Severity	L2_rec_type	ssid	cohort	points_GEOM
2	123456		GR0000	Current graduation status	I	GRAD_0004	AA1234567		4
3	123456		GR0000	Current graduation status	I	GRAD_0004	AA1234568		3
4	123456		GR0000	Current graduation status	I	GRAD_0004	AA1234569		3
5	123456		GR0000	Current graduation status	I	GRAD_0004	AA1234570		4
6	123456		GR0000	Current graduation status	I	GRAD_0004	AA1234571		3
7	123456		GR0000	Current graduation status	I	GRAD_0004	AA1234572		3
8	123456		GR0000	Current graduation status	I	GRAD_0004	AA1234573		1
9	123456		GR0000	Current graduation status	I	GRAD_0004	AA1234574		4
10	123456		GR0000	Current graduation status	I	GRAD_0004	AA1234575		2
11	123456		GR0000	Current graduation status	I	GRAD_0004	AA1234576		3
12	123456		GR0000	Current graduation status	I	GRAD_0004	AA1234577		3
13	123456		GR0000	Current graduation status	I	GRAD_0004	AA1234578		5
14	123456		GR0000	Current graduation status	I	GRAD_0004	AA1234579		3
15	123456		GR0000	Current graduation status	I	GRAD_0004	AA1234580		3
16	123456		GR0000	Current graduation status	I	GRAD_0004	AA1234581		4
17	123456		GR0000	Current graduation status	I	GRAD_0004	AA1234582		4
18	123456		GR0000	Current graduation status	I	GRAD_0004	AA1234583		3

Building a VLOOKUP Function

- To build the VLOOKUP Function, we need
 - The value to lookup (SSID from Grad_Cohort_EOC_Path_Req)
 - The range of cells on the Demographic (GI) file to find the values
 - The column number within the selected range that contains the value to return (from the Demographic (GI) file)
 - Exact Match (FALSE)
- The next series of slides will demonstrate the VLOOKUP function step by step and then will demonstrate the VLOOKUP Wizard

VLOOKUP Step One

Pathway File Needing Names

Select Cell H2 on the pathway report and type =VLOOKUP(

	E	F	G	H	I	J
	Severity	L2_rec_type	ssid		cohort_year	grad_points_ALG1
s		GRAD_0004	AA1234567	=vlookup(2018	3
s		GRAD_0004	AA1234568	VLOOKUP(lookup_value, table_array, col_index_num, [
s		GRAD_0004	AA1234569		2018	3
GR0000	Current graduation status		GRAD_0004		2018	3
GR0000	Current graduation status		GRAD_0004		2018	4
GR0000	Current graduation status		GRAD_0004		2018	3
GR0000	Current graduation status		GRAD_0004		2018	1
GR0000	Current graduation status		GRAD_0004		2018	4
GR0000	Current graduation status		GRAD_0004		2018	2
GR0000	Current graduation status		GRAD_0004		2018	3
GR0000	Current graduation status		GRAD_0004		2018	3
GR0000	Current graduation status		GRAD_0004		2018	5
GR0000	Current graduation status		GRAD_0004		2018	3
GR0000	Current graduation status		GRAD_0004		2018	3

D_cohort-EOC-path-req

VLOOKUP Step Two

Pathway File Needing Names

	G	H	I	J	K
1	ssid		cohort_year	grad_points_ALG1	grad_points_GEOM
2	AA1234567	=vlookup(G2,		3	2
3	AA1234568		2018	4	4
4	AA1234569		2018	3	2
			2018	3	2
			2018	4	3
			2018	3	2
			2018	1	1
			2018	4	2
			2018	2	1
11	AA1234576		2018	3	3
12	AA1234577		2018	3	3
13	AA1234578		2018	5	4

In this step we want to find the State Student ID, Cell G2 value in the demographic file. Add a Comma after the G2 value.

VLOOKUP Step Three

Demographic (GI) File

VLOOKUP : X ✓ fx =VLOOKUP(G2, [DEMO_student_demographic_record_GI.csv]DEMO_student_demograph

	A	B	C	D	E	F	G	H	I	J	K	L
	State	Reportin	Building	EMIS						Summative	Native	Student
1	Student ID	g Period	IRN	Student ID	Last Name	First Name	Middle	Date of	Gender	Racial/Ethnic	Language	Home
2	AA1234567	S	111111	000012391	Smith	Jonhnnny	*	00000000	M	W	ENG	***
8		S	111111	000012366	Appleseed	Johnny	*	00000000	M	W	ENG	***
9		S	111111	000012378	Smith	Thomas	*	00000000	M	B	ENG	***
0		S	111111	000012351	Doe	Johnny	*	00000000	M	W	ENG	***
1		S	111111	000012389	Doe	Sally	*	00000000	F	W	ENG	***
2		S	111111	000012363	Smith	Jane	*	00000000	F	W	ENG	***
3		S	111111	000012356	Jones	Davy	*	00000000	M	W	ENG	***
4		S	111111	000012367	Jones	Dale	*	00000000	M	B	ENG	***
5		S	111111	000012390	Smith	Sally	*	00000000	F	W	ENG	***
6		S	111111	000012377	Rogers	Sarah	*	00000000	F	W	ENG	***
7		S	111111	000012379	Troyer	Harry	*	00000000	M	W	ENG	***

DEMO_student_demographic_record

Point

Place your cursor in cell A2 and drag over and down to select all values on the Demographic file

VLOOKUP Step Four

Pathway File Needing Names

The VLOOKUP values will automatically appear in the formula bar on the Grad_Cohort_EOC_Path_Req report based on the value range selected from the demographic spreadsheet

VLOOKUP(lookup_value, table_array, col_index_num, [range_lookup])

	grad_points_ALG1	grad_points_GEOM	grad_points_MTH1	grad_points_MTH2	grad_points_ELA1	grad_
8	4	4				3
8	3	2				4
8	3	2				4
8	4	3				4
8	3	2				3
8	1	1				1
8	4	2				3
8	2	1				1
8	3	3	3	3		3
8	3	3	3	3		3
8	5	4				4
8	3	3				3
8	3	3				3

Enter a comma after the last value in the formula

VLOOKUP Step Five

Indicate the column on the Demographic file that contains the value to bring back. In this case it is column number 6. Add a comma after the 6.

To bring back the exact value from column 6, add "FALSE" and then close the function with a parenthesis ")"

Pathway File Needing Names

Formula Bar: `=VLOOKUP(G2, [DEMO_student_demographic_record_GI.csv]DEMO_student_demographic_record!A1:I50, 6, FALSE)`

I	J	K	L	M	N
cohort_year	grad_points_ALG1	grad_points_GEOM	grad_points_MTH1	grad_points_MTH2	grad_points_ELA1
2018	4	4			4
2018	3	2			4
2018	3	2			4
2018	4	3			4
2018	3	2			3
2018	1	1			1
2018	4	2			3
2018	2	1			1
2018	3	3		3	3
2018	3	3		3	3

Demographic (GI) File

State	Fiscal Year	Reporting Period	Building IRN	EMIS Student ID Number	Last Name	First Name	Middle Name	Date of Birth	Gender	Summative Racial/Ethnic Group	Native Language	Home Language	Hispanic/Latino	Record Is Valid	
1	AA1234567	2018	S	111111	000012391	Smith	Johnny	*	00000000	M	W	ENG	***	N	Yes
2	AA1234568	2018	S	111111	000012366	Appleseed	Johnny	*	00000000	M	W	ENG	***	N	Yes
3	AA1234569	2018	S	111111	000012378	Smith	Thomas	*	00000000	M	B	ENG	***	N	Yes
4	AA1234570	2018	S	111111	000012351	Doe	Johnny	*	00000000	M	W	ENG	***	N	Yes
5	AA1234571	2018	S	111111	000012389	Dr	Sally	*	00000000	F	W	ENG	***	N	Yes
6	AA1234572	2018	S	111111	000012353	Smith	Jane	*	00000000	F	W	ENG	***	N	Yes
7	AA1234573	2018	S	111111	000012366	Johnson	Davy	*	00000000	M	W	ENG	***	N	Yes

VLOOKUP Step Six

After pressing “Enter” the student’s last name appears in the search.

Pathway File Needing Names

	B	C	D	E	F	G	H	I
1	BLDG_IRN	Result	Result_Description	Severity	L2_rec_type	ssid		cohort_year
2		GR0000	Current graduation status	I	GRAD_0004	AA1234567	Smith	2018
3		GR0000	Current graduation status	I	GRAD_0004	AA1234568		2018
4		GR0000	Current graduation status	I	GRAD_0004	AA1234569		2018
5		GR0000	Current graduation status	I	GRAD_0004	AA1234570		2018
6		GR0000	Current graduation status	I	GRAD_0004	AA1234571		2018
7		GR0000	Current graduation status	I	GRAD_0004	AA1234572		2018
8		GR0000	Current graduation status	I	GRAD_0004	AA1234573		2018

Click at the bottom right of the H2 cell and get a + symbol and then drag down or double click to populate the same function into the cells below.

Pathway File Needing Names

	F	G	H	I
1	L2_rec_type	ssid		cohort_year
2	GRAD_0004	AA1234567	Smith	2018
3	GRAD_0004	AA1234568	Appleseed	2018
4	GRAD_0004	AA1234569	Smith	2018
5	GRAD_0004	AA1234570	Doe	2018
6	GRAD_0004	AA1234571	Doe	2018
7	GRAD_0004	AA1234572	Smith	2018
8	GRAD_0004	AA1234573	Jones	2018
9	GRAD_0004	AA1234574		2018
10	GRAD_0004	AA1234575		2018

The same process can be done to bring in first and middle names into the Prep for Success report.

VLOOKUP Wizard

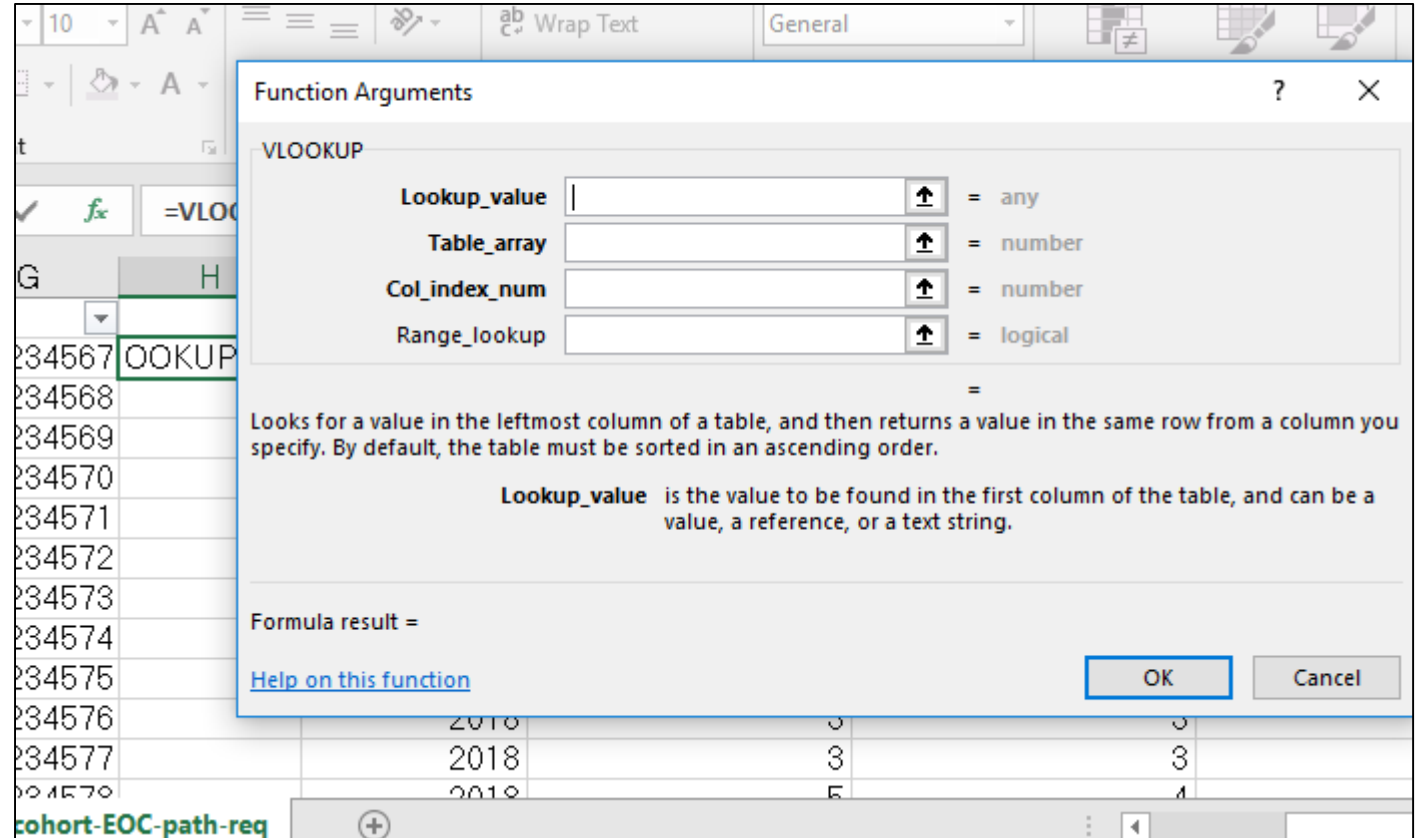
To use the Wizard for the VLOOKUP click on the Function icon, then choose VLOOKUP and click ok

The screenshot shows the 'Insert Function' dialog box in Microsoft Excel. The dialog box is titled 'Insert Function' and has a search bar at the top. Below the search bar, there is a dropdown menu for 'Or select a category:' set to 'Most Recently Used'. A list of functions is displayed, with 'VLOOKUP' selected and highlighted in blue. Below the list, the function signature is shown: `VLOOKUP(lookup_value,table_array,col_index_num,range_lookup)`. A description follows: 'Looks for a value in the leftmost column of a table, and then returns a value in the same row from a column you specify. By default, the table must be sorted in an ascending order.' At the bottom of the dialog box, there are two buttons: 'OK' and 'Cancel'. The 'OK' button is circled in red. In the background, a spreadsheet is visible with columns labeled 'L2_rec_type', 'ssid', and 'cohort'. The 'ssid' column contains a list of alphanumeric strings. The 'cohort' column is currently empty. The function icon (fx) in the formula bar is also circled in red.

L2_rec_type	ssid	cohort
GRAD_0004	AA1234567	=
GRAD_0004	AA1234568	
GRAD_0004	AA1234569	
GRAD_0004	AA1234570	
GRAD_0004	AA1234571	
GRAD_0004	AA1234572	
GRAD_0004	AA1234573	
GRAD_0004	AA1234574	
GRAD_0004	AA1234575	
GRAD_0004	AA1234576	
GRAD_0004	AA1234577	
GRAD_0004	AA1234578	

VLOOKUP Wizard, cont'd

1. Lookup_value = G2
2. Table_array = Select from demographic file to populate (Key F4 after selecting the table array to make the range absolute)
3. Col_index_num = Which Column in source file? 6
4. Range_Lookup = False



VLOOKUP Wizard, cont'd

VLOOKUP Wizard will preview the value it will bring back

If the preview doesn't bring back the correct value, check your formula. If the formula is correct, then that student may not be in the demographic file.

Function Arguments

VLOOKUP

Lookup_value	g2	= "AA1234567"
Table_array	>hic_record!\$A\$1:\$O\$50	= {"State Student ID", "Fiscal Year", "Repo
Col_index_num	6	= 6
Range_lookup	false	= FALSE

Looks for a value in the leftmost column of a table, and then returns a value in the same row from a column you specify. By default, the table must be sorted in an ascending order.

Range_lookup is a logical value: to find the closest match in the first column (sorted in ascending order) = TRUE or omitted; find an exact match = FALSE.

Formula result = Smith

[Help on this function](#) OK Cancel

Quick Check

Graduation reports are currently available as Received Files and will be transitioned to Level 2 Reports during FY18 Graduate reporting. Since current reports do not contain names, it is important to be proficient in using the VLOOKUP function in Excel.

- Can you access graduate reports in the Data Collector?
- Are you able to prepare the reports for review?
- Can you add names to the report using VLOOKUP?

Troubleshooting Graduation Pathway Reports

2018 Graduation Pathway Reports

- Three pathway reports and two assessment detail reports
 - All five reports contain the same students
 - Indicate met or not met for a specific pathway
 - Include all assessments reported by any LEA
 - Do not contain
 - Alternate Assessments at this time
 - changes to cohort students based on 17-18 EMIS reporting at this time
 - substitute tests for out of state and non public transfer students (EOCs with score not reported or reasons of Y or 2)
 - Report all assessments and the highest graduation points will be used
 - Data must be reported to EMIS to be included in the reports

2018 Graduation Pathway Reports, cont'd

- Ohio's State Test Pathway
 - 2018_GRAD_Cohort-EOC-Path-Req-Stat_2018XXXX.xls
 - 2018_GRAD_Cohort-EOC-Asmnt-Detail_2018XXXX.xls
 - 2018_GRAD_Cohort-Non-EOC-Pts-Detail_2018XXXX.xls
- College and career readiness tests pathway
 - 2018_GRAD_Cohort_SAT-ACT_Path_Req_stat_2018XXXX.xls
- Industry-recognized credential and score on workforce readiness test pathway
 - 2018_GRAD_Cohort_WK-IndCred_Path_Req_stat_2018XXXX.xls

2019 Graduation Pathway Reports

- Ohio's State Test Pathway
 - 2019_GRAD_Cohort-EOC-Path-Req-Stat_2019XXXX.xls
 - 2019_GRAD_Cohort-EOC-Asmnt-Detail_2019XXXX.xls
 - 2019_GRAD_Cohort-Non-EOC-Pts-Detail_2019XXXX.xls
- College and career readiness tests pathway
 - 2019_GRAD_Cohort_SAT-ACT_Path_Req_stat_2019XXXX.xls
- Industry-recognized credential and score on workforce readiness test pathway
 - 2019_GRAD_Cohort_WK-IndCred_Path_Req_stat_2019XXXX.xls

Ohio's State Test Pathway

2018_GRAD_Cohort-EOC-Path-Req-Stat_2018XXXX.xls

- Contains highest number of graduation points earned for each subject area from
 - actual assessments taken
 - assessment substitutes
 - graduation exemptions
- If no points have been reported in an assessment area, the data for that student in that assessment area will be blank

Ohio's State Test Pathway, cont'd

- Each student is evaluated against total graduation points required in
 - Math
 - English Language Arts
 - Social Studies and Science
- Each student is evaluated against the total graduation points required across all subjects
- If pathway is met, the report will indicate a pathway met of “YES”

2018_GRAD_Cohort-EOC-Path-Req-Stat_2018XXXX.xls

Report is by cohort and contains one row per student

LEA_IRN	BLDG_IRN	Result	Result_Description	Severity	L2_rec_type	ssid	cohort_year
10101		GR0000	Current graduation status	I	GRAD_0004	AG0882220	2018
10101		GR0000	Current graduation status	I	GRAD_0004	AR6646862	2018
10101		GR0000	Current graduation status	I	GRAD_0004	AU4604626	2018
10101		GR0000	Current graduation status	I	GRAD_0004	AU6288608	2018
10101		GR0000	Current graduation status	I	GRAD_0004	BE6602800	2018
10101		GR0000	Current graduation status	I	GRAD_0004	BI8402208	2018

Result, Result Description, and Severity Columns currently contain default values

Graduation Points

- Moving to the right, the next 10 columns contain graduation points earned by subject
- Graduation points are calculated from assessments and graduation exemptions that are reported to EMIS

ssid	cohort_year	grad_points _ALG1	grad_points _GEOM	grad_points _MTH1	grad_points _MTH2	grad_points _ELA1	grad_points _ELA2	grad_points _HIST	grad_points _GOVM	grad_points _PHYS	grad_points _BIOL
AG0882220	2018										
AR6646862	2018	4	1			4	2	2	3		3
AU4604626	2018		2				5	5			5
AU6288608	2018	4	5			5	5	4			5
BE6602800	2018	3	3			3	4	3			5
BI8402208	2018	5	4			5	5	5			5

Total Graduation Points

The next set of columns provide total graduation points earned for ELA, Math, and Social Studies/Science

Required - 4 points on English tests, 4 points on Math tests, 6 points on Science and Social Studies tests

Total of 18 points required with subject area required points met

total_grad_points_ELA	total_grad_points_MATH	total_grad_points_SS_SCI	total_grad_points_GE_M2_ELA2	total_grad_points
6	5	8		19
5	2	10		17
10	9	9		28
7	6	8		21
10	9	10		29

Points/Pathway Met

- Columns to the far right of the report indicate if the pathway has been met or not met
- When not met, the met points columns will indicate which area has not been met

met_points_ELA	met_points_MATH	met_points_SS_SCI	met_points_GE_M2_ELA2	req_total_points	met_total_points	met_EOC_pathway
YES	YES	YES		18	YES	YES
YES	NO	YES		18	NO	NO
YES	YES	YES		18	YES	YES
YES	YES	YES		18	YES	YES
YES	YES	YES		18	YES	YES

2018_GRAD_Cohort-EOC-Asmnt Detail

Contains EOC assessment data by subject

- Assessments actually taken by students
- Highest score and graduation points earned
- Assessment date and test type
- Alternate assessments are not included
- Assessments can appear that were reported by another LEA

EOC Assessment Detail

Report contains the highest score and graduation points along with the test type and test date in all ten assessment areas

max_score_EOC_ALG1	grad_points_EOC_ALG1	score_date_EOC_ALG1	req_test_type_EOC_ALG1	max_score_EOC_GEOM	grad_points_EOC_GEOM	score_date_EOC_GEOM	req_test_type_EOC_GEOM
				680	2	12/1/2016	STR
725	4	12/1/2017	STR	648	1	12/1/2017	STR
				690	2	5/1/2017	STR
802	4	4/1/2015	STR	756	5	5/1/2016	STR
715	3	5/1/2016	STR	723	3	5/1/2017	STR
757	5	12/1/2015	STR	745	4	5/1/2016	STR
708	3	5/1/2016	STR	706	3	5/1/2017	STR

2018_GRAD_Cohort-Non-EOC-PtsDetail

Contains EOC data from substitute tests and graduation exemptions

- Highest score and graduation points earned
- Substitute test currently included on the report
 - AP or IB exams reported
 - EOC assessments reported for College Credit Plus
 - EOC assessments reported for courses prior to EOCs

2018_GRAD_Cohort-Non-EOC-PtsDetail, cont'd

EOC assessments manually entered for non-public, homeschooling, and out of state transfers are not yet included in the report

- EOC Score not reported reason of Y or 2
- These students should be verified to have met graduation requirements outside of the pathway reports

2018_GRAD_Cohort-Non-EOC-PtsDetail, cont'd

Contains assessment data for students with disabilities who have been exempted from the consequences of the EOC

- Student Special Education Graduation Requirement (FE) Record must be reported
- Report assessments that the student takes or was required to take and did not test
- Three graduation points will be awarded for each area of exemption

2018_GRAD_Cohort-Non-EOC-PtsDetail, cont'd

- Based on the highest number of graduation points earned via a substitute test or a special education exemption, the maximum alternate graduation points for each assessment area will be included on the report
- Assessments can appear that were reported by another LEA
- Not all substitutes apply to all subject areas
- For additional information on substitute tests refer to <http://education.ohio.gov/Topics/Ohio-s-Graduation-Requirements/18-Points-on-State-Tests>

Non-EOC Points Detail

AP and IB test data

EOC records reported for CCP Courses

EOC records reported for courses taken prior to EOC available

FE_Exempt_date	AP_IB_area_4_HIST	AP_IB_score_date_HIST	CCP_points_HIST	CCP_date_HIST	EOC_not_avail_points_HIST	FE_Exempt_HIST	non_public_transfer_HIST	max_alternate_grad_points_HIST
	AP33	5/1/2017						4
	AP33	5/1/2017						3
	AP33	5/1/2017						5
	AP33	5/1/2017						5
	AP33	5/1/2017						4
11/1/2017						Y		3

Student reported with graduation exemption for History, three graduation points awarded

College and career readiness tests pathway

2018_GRAD_Cohort_SAT-ACT_Path_Req_stat_2018XXXX.xls

- Contains highest score earned across all administrations of the ACT or SAT
- ACT test scores are used for Reading, Math, and English
- SAT test scores are used for Reading, Math, and Writing
- Remediation free scores will be indicated on the report as “YES”
- If no points have been reported in an assessment area, the data for that student in that assessment area will be blank
- When a pathway is met for ACT or SAT, the report will indicate “YES”

2018_GRAD_Cohort_SAT-ACT_Path_Req_stat

- This is a section of the report that contains ACT data
- ACT scores and the date of the exam appear along with a Yes or No value to indicate a remediation free score

ACT_sco re_M	ACT_remed _free_M	ACT_M_ date	ACT_sco re_R	ACT_remed_ free_R	ACT_R_d ate	ACT_sco re_ENG	ACT_remed _free_ENG	ACT_EN G_date	ACT_remed ed_free
25	YES	3/1/2018	20	NO	3/1/2018	19	YES	3/1/2018	NO
16	NO	3/1/2018	22	YES	3/1/2018	15	NO	3/1/2018	NO
18	NO	3/1/2018	32	YES	3/1/2018	26	YES	3/1/2018	NO
31	YES	10/1/2017	36	YES	10/1/2017	36	YES	10/1/2017	YES
23	YES	4/1/2018	30	YES	3/1/2018	28	YES	4/1/2018	YES

2018_GRAD_Cohort_SAT-ACT_Path_Req_stat

- This is a section of the report that contains SAT data
- SAT scores and the date of the exam appear along with a Yes or No value to indicate a remediation free score
- Final column indicates if the student has met the pathway with a Yes or No value

SAT_sco re_M	SAT_reme d_free_M	SAT_M_ date	SAT_sco re_R	SAT_reme d_free_R	SAT_R_d ate	SAT_sco re_W	SAT_remed _free_W	SAT_W_ date	SAT_rem ed_free	ACT_SAT_r emed_free
	NO			NO			NO			NO
	NO			NO			NO			NO
	NO			NO			NO			NO
	NO			NO			NO			YES
	NO			NO			NO			YES

Industry-recognized credential and score on workforce readiness test pathway

2018_GRAD_Cohort_WK-IndCred_Path_Req_stat_2018XXXX.xls

- Contains the highest score from the Workkeys assessment
- Contains Industry Credentials earned
- Student must meet remediation free score on the Workkeys exam AND obtain 12 points for industry credentials in a single career field
- Assessment data for a student on this report will be blank if not earned or reported
- Last column will contain a Yes or No value to indicate this pathway as met or not met

2018_GRAD_Cohort_WK-IndCred_Path_Req_stat

WorkKeys Version 1

workkey_s core_LCIF	workkey_ met_LCIF	workkey_dat e_LCIF	workkey_ score_M	workkey_ met_M	workkey_ date_M	workkey_ score_R	workkey_ met_R	workkey_ date_R	met_work key_req
	NO			NO			NO		NO
	NO			NO			NO		NO
	NO			NO			NO		NO

WorkKeys Version 2

workkey_ score_A MTH	workkey_ score_GL IT	workkey_ score_W DOC	workkey_ met_AMT H	workkey_ met_GLIT	workkey_ met_WD OC	workkey_ date_AM TH	workkey_ date_GLI T	workkey_ date_WD OC

Industry Credentials

Pathway Met

cred_pts _Ag	cred_pts _Art	cred_pts _Bus_fin	cred_pts _Const	cred_pts _Edu	cred_pts _Engr	cred_pts _Hlth	cred_pts_ Hosp_tour	cred_pts_H um_svcs	cred_pts _IT	cred_pts _Law	cred_pts _Man	cred_pts _Trans	Cred_poi nts_met	cred_wor k_req_m et
													NO	NO
													NO	NO
													NO	NO

Quick Check

Graduation reports contain EMIS data that is used to determine if the student has met one or more graduation pathways. The data should be reviewed now to look for additional EMIS data that still needs to be reported.

- Are all expected 2018 cohort students appearing on the reports?
- Is there EMIS data missing from the report that needs to be reported?
- Are these reports being shared with others in the district to verify accuracy and completeness of the data?

Troubleshooting the Graduation Rate Report

Graduation Rate Report

- New Level 2 Report in FY18 Graduate Collection
 - Will contain 2018 cohort students
 - Will contain 2018 cohort students who enrolled or withdrew during 17-18
 - These students will be added or will show as removed from the 2018 cohort
- 17-18 four year graduation rate will appear on the 18-19 Local Report Card (LRC)
- Previous version of the Longitudinal Graduation Rate reports are no longer generated as of FY18

Graduation Cohorts

- A cohort refers to a group of students who are expected to graduate on time during a specific school year
 - If the student was placed into a cohort in FY14 or prior, they will remain in that cohort
 - If reported in FY14 as a ninth grader, the student would have been in the 2017 cohort
 - Continuously enrolled students will be placed into a cohort based on grade level (first time reported in 9th grade)
 - Students reported for the first time in FY15, FY16, or FY17, ODE looks for this SSID enrolled anywhere in a prior year
 - If found in a prior year, grade level is used to determine the student's cohort
 - If not found in a prior year, Fiscal Year Began Ninth Grade is used to determine the student's cohort
 - Check the student's grade level and Fiscal Year Began Ninth Grade value
 - Check the student's data in ODDEX to determine when they were placed into a cohort

Graduation Cohorts, cont'd

Student is appearing in a cohort at an unexpected district

- Student reported as withdrawn to another district but remains in the withdrawing district's cohort
 - SSIDs whose withdrawal was reported with an incorrect date or reason in a prior school year, and SSIDs for whom the EMIS reporting entity has received new information since the withdrawal was reported which indicates that the withdrawal reason should be updated in order for the student to properly count within the graduation rate
 - Report a Student Withdrawal Override (FC) Record to report a correct withdrawal code
 - Retain documentation to support this change

Graduation Cohorts, cont'd

Student withdrawn to another Ohio public school and is enrolled there with a different SSID

- If student appears in the graduation cohort for the withdrawn district and the data is within a closed collection
 - The withdrawn from district should deactivate their SSID and link it to the SSID that the enrolled district is reporting
 - Verify that this process removes the student from the withdrawn district's graduation cohort

Graduation Rate Report

Additional information will be added once the report is finalized and available to districts

ODDEX History Grad

ODDEX History Graduation Data

A new tab for graduation data is being added to ODDEx History that will contain events such as

- Enrollment and withdrawals
- Student withdrawal overrides
- Student cohort placement
- Graduation pathways met Y/N
- Student subgroup data (disability, disadvantage, etc.)
- SSID deactivations and changes
- Accountable district/building

ODDEX History Graduation Data, cont'd

Additional information will be added once data is loaded into ODDEx and available to districts

Summary

Graduation reports are undergoing extensive changes in FY18 some of which are still in process. Districts should continue reporting updated graduate data and monitor current reports. The new graduation report will be available in the data collector which will require an updated version of the Graduate Collection. Watch for an EMIS Newsflash and review the release notes from the updated version. This presentation will be updated as additional information is received.

Resources

- Current EMIS Manual
 - ODE Home > Topics > Data > EMIS > Documentation > EMIS Manual
- Graduation Requirements
 - ODE Home > Topics > Ohio's Graduation Requirements > Earning an Ohio High School Diploma for the Class of 2018
- Your ITC
- If you have questions about graduation requirements, call (614) 466-1317 or send an email to gradrequirements@education.ohio.gov

Questions?