

**Center for Educational
Performance and Information
(CEPI)**

Michigan Student Data System (MSDS)

**District User Graduation and Dropout
User's Guide**

Version 1.0

Questions?
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Introduction

In response to the United States Department of Education (USED) reporting requirements for graduation statistics, the Center for Educational Performance and Information (CEPI) is changing the timeline of the cohort review process, which is to be completed no later than September 28, 2010. This is necessary to meet the new federal reporting deadline of January 31, 2011, and allow time for the required audit and review that must occur prior to publication. To accommodate this timeline change, the cohort processing will be moved from the Graduation/Dropout Review and Comment Application (GAD) and incorporated into the Michigan Student Data System (MSDS).

What you need to know about the change:

- Eliminates disconnect between the GAD and the MSDS
- Provides additional time for districts and intermediate school districts (ISDs) to correct data as necessary and complete the exit status audit
- Provides realistic feedback to districts on cohort status in the MSDS (cohort status is updated when general collections close, and immediately after certifying student record maintenance collections)
- Provides preliminary graduation rates (based on pre-audited data) that will be sent after the end of year (EOY) General Collection to assist districts in working expeditiously on any necessary corrections or updates
- Is necessary to meet the USED reporting deadline of January 31, 2011

For more information on how graduation and dropout rates are calculated, please reference the Cohort Methodology Overview found at the following link:

http://www.michigan.gov/documents/cepi/2010_Cohort_Methodology_329654_7.pdf

Graduation and Dropout Reporting Task Checklist

This is a checklist of suggested tasks that district users can perform in order to have the most accurate data possible that makes up their graduation and dropout rates.

<input type="checkbox"/>	1.	<p>Download and familiarize yourself with the Graduation and Dropout Timeline. The timeline can be found at the following link:</p> <p>http://www.michigan.gov/documents/cepi/Grad_Drop_timeline2010_329648_7.pdf</p> <p><i>Tip: It is important to understand when the review of cohort data ends. Once the review period ends, data are finalized and districts will not be able to appeal their graduation and dropout rates.</i></p>
<input type="checkbox"/>	2.	<p>Review the 2008, 2009 and 2010 cohort summary reports in the Michigan Student data System (MSDS) reflecting the end-of-year (EOY) 2010 final disposition.</p> <ul style="list-style-type: none"> • Four-year, five-year and six-year rates will be calculated. • Use the Student Record Maintenance (SRM) Collection to submit corrections or updates to a student's exit status. <p>Note: SRM may only be used to submit changes to a student's exit status if the student exited within the 2009-10 school year. Exits that occurred prior to the 2009-10 school year must be submitted to your auditor with the proper documentation (see Appendix C). Your auditor will need to submit these changes as an audit finding during the cyclical exit status audit in the GAD.</p>
<input type="checkbox"/>	3.	<p>Review the preliminary rates in the Graduation/Dropout Review and Comment Application provided based on EOY data.</p> <ul style="list-style-type: none"> • Preliminary rates provide immediate feedback to what the district's final 2010 graduation and dropout rates will be if no changes are submitted. <p><i>Tip: It is important to review the preliminary rates provided by CEPI. They will show districts if erroneous data (i.e., submitted all graduates as completers) were submitted or if certain data (i.e., graduates) were not submitted at all in the EOY 2010 General Collection.</i></p>
<input type="checkbox"/>	4.	<p>Graduates should have been reported in the EOY 2010 General Collection.</p> <ul style="list-style-type: none"> • If your graduates were not submitted in the EOY Collection, submit them in the SRM Collection. • The As of Date must be prior to September 1, 2010, to be counted as an on-time graduate.
<input type="checkbox"/>	5.	<p>Submit your end-of-summer graduates by September 28, 2010.</p> <ul style="list-style-type: none"> • Use the SRM Collection to submit the final dispositions of end-of-summer graduates. • The As of Date must be prior to September 1, 2010, to be counted as an on-time, end-of-summer graduate.
<input type="checkbox"/>	6.	<p>Review your primary education providing entity (PEPE) reports in the MSDS to ensure that data submitted in the EOY 2010 General Collection are correct.</p> <ul style="list-style-type: none"> • If the PEPE for a student is incorrect, submit a PEPE change request in the MSDS (replaces the previous GAD functionality of accountability report requests). • PEPE change requests should be submitted by September 28, 2010.

<input type="checkbox"/>	7.	<p>Submit student Unique Identification Code (UIC) linking requests in the MSDS.</p> <ul style="list-style-type: none"> You may want to focus your efforts on finding multiple UICs for those students with Missing Expected Report (MER) or Dropout cohort statuses. <p><i>Tip: You may want to search for variations in a student's name (including suffix), date of birth and gender.</i></p>
<input type="checkbox"/>	8.	<p>Submit cohort year or cohort status change requests in the MSDS.</p> <ul style="list-style-type: none"> Review those students with an Off-track Continuing cohort status. These students may have been incorrectly assigned to a cohort and need their cohort year changed. Extensions are no longer given to students with disabilities, limited English proficiency or alternative education students. <p><i>Tip #1: Only those students who have been incorrectly assigned to a cohort will be assigned to a different cohort. Example – A student was misreported in the ninth grade. Student was actually an eighth grader.</i></p> <p><i>Tip #2: Students attending approved middle colleges have their cohort year automatically increased by one year. If the students leave the middle college, their cohort year will be automatically decreased by one year. Students attending approved middle colleges will be considered on-time graduates if they obtain a high school diploma AND an associates degree in 5 years. Additional years will not be approved.</i></p>
<input type="checkbox"/>	9.	<p>If your district is a GED testing center, work with your GED coordinator to get a list of those students from your district who may have tested, passed and obtained a GED.</p>
<input type="checkbox"/>	10.	<p>Focus your efforts on students with certain cohort status categories (MERs, Dropout, Off-track Continuing)</p> <ul style="list-style-type: none"> MERs & Dropouts: Look in your local student information system for an updated status that was not submitted to the MSDS. Off-Track Continuing: Look in your local student information system; student may have graduated but that status was entered in the previous school year and was not rolled into the new school year. <p><i>Tip #1: Review the student's CA-60. There may be documentation with information on the student's status (moved out of state, went to nonpublic schools, etc.) that was not entered into your local student information system.</i></p> <p><i>Tip #2: If there was information in your local system or in the CA-60 stating that the student went to another school district but an official request was never made, you may want to contact the district in question to determine what happened to the student.</i></p>
<input type="checkbox"/>	11.	<p>Continue to download and review your cohort and PEPE reports in the MSDS.</p> <ul style="list-style-type: none"> Cohort and PEPE data and reports are updated upon certification of the SRM Collection. Ensure that corrections or updates submitted in the SRM Collection are correct.

Review the 2008, 2009 and 2010 Cohort Student Lists

Cohort Reports are maintained in the MSDS. Cohort reports are updated upon certification for ongoing collections like the Student Record Maintenance Collection and updated upon collection close-out processing for single-certify collections like the Fall, Spring or End-of-Year General collections. The Cohort Reports can be found under the Cohort menu.

SDS Home
Manage Requests... 
Student Data Submission... 
Student Data Downloads... 
Search... 
Certified Data Reports... 
Audit FTE... 
Grad Cohort... 
Cohort Student List
Cohort Summary
PEPE... 
General Reports... 

Cohort Student List

Discussion

Students are placed in a cohort when they are first identified as ninth-graders. Students who transfer into the public education system after ninth grade are placed in the appropriate cohort based on the grade in which the initial Michigan district place them. Students reported in educational setting "14" (special education setting) are assigned a cohort using a computed grade (age minus 6). These students will only be placed in a cohort if they are at least 15 years old. The Cohort Student List is a listing of students assigned to a particular cohort year by cohort status. This report is sorted alphabetically by the student's last name.

Cohort Summary by Year

Cohort Year: 

Select Entity:



Procedures

1. Select the cohort year.
2. Enter the district code or district name.
3. Click the **Submit** button.

NOTE: Once the report is rendered, you can export it and save it to your local computer.

Cohort Summary by Year									
Your search yielded 272 result(s).									
Cohort Year: <input type="text" value="2010"/>									
Select Entity: <input type="text" value="Western School District (38010)"/>									
<input type="button" value="Submit"/>									
UIC	Last Name	First Name	Cohort Status	EGY	Exit	Exit Reason	Exit Date	Building	District
			Dropout	2010	07	Dropped out of school		Woodville Community Center (07261)	Western School District (38010)
			Missing Expected Record (MER)	2010	02	Graduated from general education with a high school diploma and applied to a degree-granting college or university		Western High School (04476)	Western School District (38010)
			Missing Expected Record (MER)	2011	19	Expected to continue in the same school district		Woodville Community Center (07261)	Western School District (38010)
			Missing Expected Record (MER)	2010	02	Graduated from general education with a high school diploma and applied to a degree-granting college or university		Western High School (04476)	Western School District (38010)
			Missing Expected Record (MER)	2010	02	Graduated from general education with a high school diploma and applied to a degree-granting college or university		Western High School (04476)	Western School District (38010)
			Dropout	2011				Woodville Community Center (07261)	Western School District (38010)



Interpreting the report

Users should download and review the 2008, 2009 and 2010 cohort student lists for their district(s). This is important because four-year, five-year and six-year graduation and dropout rates will be calculated. Users will want to ensure that students in these three cohorts have been correctly reported, for example, a student assigned to the 2009 cohort who graduated in 2010. If the student was reported as a graduate in 2010, this student would have a cohort status of off-track graduated. This student is not counted as an on-time graduate for the 2009 cohort but will count as a graduate for the 2009 five-year graduation rate.

If you find that a student's exit status is not correct, you may submit the student with his or her correct exit status in the Student Record Maintenance (SRM) Collection. Cohort Reports are updated immediately after certification of the SRM Collection.

A listing of cohort status categories can be found in Appendix A, while a listing of exit statuses and their corresponding cohort statuses can be found in Appendix B.

Cohort Summary

Discussion

The Cohort Summary Report is a count or percentage of the number of students in each graduation cohort by cohort status. Users may also choose to select a subgroup category.

Subgroups are divided into three categories and are not mutually exclusive. A student will be assigned to a subgroup based on the prior Fall or Spring General Collection reported within the MSDS. If the student was only reported in one MSDS collection, than the current PEPE record will be used. These categories are:

1. Gender - males and females
2. Race - American Indian or Alaska Native (AI/AN), Asian American, Black or African-American, Native Hawaiian or Other Pacific Islander (H/PI), White, Hispanic or Latino, and Multiracial
3. Program eligibility - economically disadvantaged, limited-English proficiency (LEP), migrant, and students with disabilities

Cohort Reporting Options

Select Cohort Year:

Choose Subgroup Field:

Choose Display: Student Counts Percentages

Report Format:

*Select Entity:



Procedures

1. Select the cohort year.
2. Choose the Subgroup. If no Subgroup is chosen, a breakdown only by cohort status is returned.
3. Select the format in which you would like your data displayed
4. Click the **Submit** button.

Submitting Graduates or Exit Status Corrections

If, after reviewing the 2008, 2009 or 2010 cohort student lists, you find that students who have graduated were not reported, you must submit those students in the Student Record Maintenance (SRM) Collection with their appropriate graduation exit code. When submitting students in the SRM Collection, it is important to note that the As of Date must be PRIOR TO September 1, 2010, in order for the student to be counted as an on-time graduate.

End-of-summer graduates should also be submitted in the SRM Collection with an As of Date prior to September 1, 2010, in order to be counted as on-time graduates.

If you find that a student was previously submitted with an incorrect exit status, you may submit that student in the SRM Collection with the correct exit status. This replaces the previous GAD functionality of exit-record requests.

The SRM Collection may only be used to submit changes to a student's exit status if the student exited within the 2009-10 school year. Exits that occurred prior to the 2009-10 school year must be submitted to your auditor with the proper documentation (see Appendix C). Your auditor will need to submit these changes as audit findings during the cyclical exit status audit in the GAD.

All EOY graduates, summer graduates and exit status corrections must be submitted and certified in the SRM Collection by September 28, 2010.

Review PEPE Reports

PEPE identifies the Primary Education Providing Entity for each public school student submitted in the MSDS and is used in assigning accountability for graduation cohort and Adequate Yearly Progress (AYP) determinations. PEPE is the entity that bears primary responsibility for a student's educational outcomes and is the only entity that can update Personal Core characteristics.

The MSDS calculates a PEPE district and PEPE building for each student based on Full-Time Equivalency (FTE) that is submitted in the fall and spring general collections, as well as enrollment and exit records via the general collections (fall, spring or EOY) or the student record maintenance collection. Then, based on the Educational Entity Master (EEM) designation (school or unique educational provider), the MSDS flags whether the district or building is accountable for the student. If a new district enrolls the student, the MSDS looks for a terminating exit from the current district. If the exit record exists, PEPE is reassigned. For the Student Record Maintenance Collection, PEPE is updated upon the collection being certified. For the general collections, the process to update PEPE is manually run after the collection closes.

When an entity is flagged as being accountable for a student, the entity is responsible for the student's education such that it rolls into the AYP Report Card. This includes assessment scores and attendance or graduation cohort status. Only PEPEs can hold accountability; however, not all PEPEs can be held accountable (e.g., Unique Education Provider). The "Accountable for AYP" flag is stored in the EEM system per entity and is periodically updated by the Office of Educational Assessment and Accountability (OEAA) system. Only entities that have an "Accountable for AYP" flag set in EEM can be held accountable for a student. Entities like math and science centers and career technical centers do not have the "Accountable for AYP" flag set in EEM.

When the MSDS is unable to determine the PEPE, the student's record goes to resolution where a state-level PEPE manager chooses the PEPE.

Please note that prior to the EOY 2010 General Collection, PEPE was not calculated at the building level. Users should review records for students who moved buildings within a district and were last submitted prior to the EOY collection. This means that if a student was reported in one building in your district in the fall, but was reported in a different building in the spring, the PEPE building for that student will be the building from the fall. If you find that the PEPE building for one of your students is not correct, please request a change in PEPE. Requesting a change in PEPE is discussed later in this document.

PEPE Reports

Discussion

These reports are available for users to determine the PEPE status for their students submitted in a particular collection.

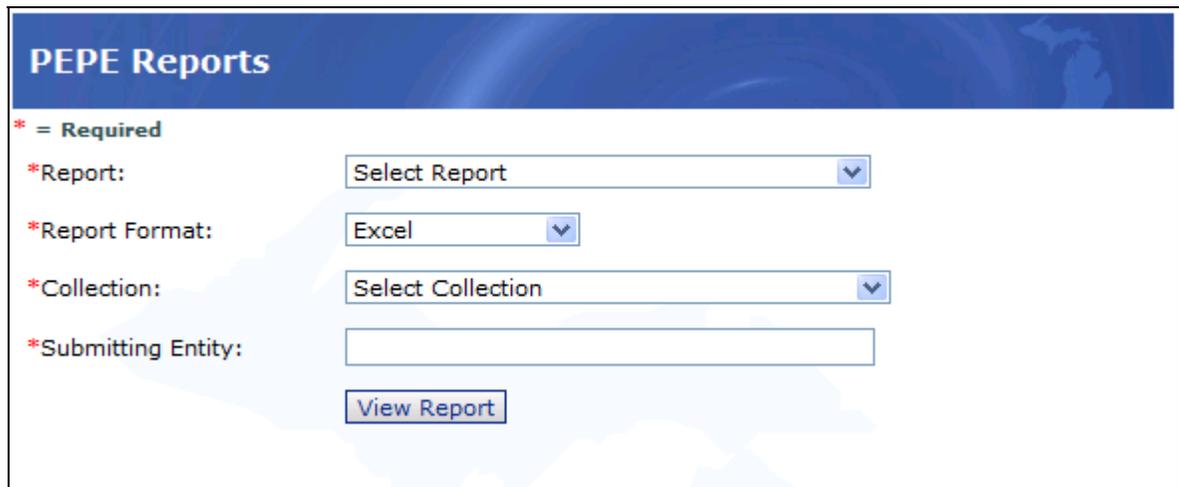
The following reports are available:

Alpha Listing of Students with PEPE: List of students and associated PEPE district and accountability

PEPE Gains and Losses: This is a list of students who had PEPE changes/updates for a particular collection.

PEPE Resolution Required: This is a list of students for whom the MSDS could not determine a PEPE district or PEPE building. A system administrator will review each student and determine which entity should be assigned as the PEPE.

Submitted Records without PEPE Assigned: This is a list of students who have not been assigned a PEPE.



PEPE Reports

* = Required

*Report:

*Report Format:

*Collection:

*Submitting Entity:

[View Report](#)



Procedures

1. Select which PEPE report you wish to view, along with the report format and collection.
2. Enter the district code or district name.
3. Click the **View Report** button.

NOTE: Users will be prompted to open the report or save it to their computers.

Requesting a Change in PEPE

Users may find while reviewing their PEPE reports that the PEPE district or PEPE building for a student is incorrect. The MSDS allows users to request changes to a student's PEPE. Requesting a change to a student's PEPE replaces the previous GAD functionality of accountability report requests.

Student History

Name: UIC:

Gender: Date of Birth: Cohort Status: Missing Expected Record (MER)

Secondary UICs: Accountability:

Last Updated: Fall 2009 General Collection 2009-2010 PEPE District: Livonia Public Schools (82095)

Orig. Cohort Year: 2011 PEPE Building: N.W. Wayne Skill Center (02501)

Cohort Year: 2011

Exp. Grad Year: 2013

Action:

Collection	District	Building	UIC	Last Name	First Name	Middle Name	Date Of Birth	Gender
Spring 2010 General Collection	Livonia Public Schools (82095)	N.W. Wayne Skill Center (02501)						
Spring 2010 General Collection	Wayne-Westland Community School District (82160)	John Glenn High School (01950)						



Procedures

1. From the Student History screen, under the Action dropdown, select Request PEPE Change.
2. Select **Go**.

The Request a PEPE Change form allows a user to request a change to a student's PEPE district and/or building.

Request a PEPE Change

First Name
Last Name
UIC
Date of Birth
Gender

PEPE	District	Acct	Building	Acct
Current	Livonia Public Schools(82095)	<input checked="" type="checkbox"/>	N.W. Wayne Skill Center(02501)	<input checked="" type="checkbox"/>
Requested	Wayne-Westland Community School District (82160) <input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	John Glenn High School (01950) <input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

*Justification
This is the student's home district.

1. The Request a PEPE Change screen displays.
2. Enter the code or name of the district and building you are requesting the student's PEPE to change to.
3. Enter a justification for the request.
4. Click **Submit Request**.

Manage PEPE Changes

The Manage PEPE Changes screen will display those students for whom a PEPE change has already been submitted. This screen allows users to review the status of their requests. A system administrator will review and approve/deny every PEPE change request based on the information provided in the request.

The Status at the bottom of each request, will display whether the request has been approved or denied. A Status of "New" means that a system administrator has yet to review the request. To filter the list, click the **Filter** button.

PEPE Change Summary

[Filter...](#)

Status (New), Request Date From (07/20/2010), Request Date To (07/22/2010)

UIC	Last Name	First Name	D.O.B.
Current:	PEPE District: Livonia Public Schools (82095)	PEPE Building: N.W. Wayne Skill Center (02501)	
Request:	<input type="text" value="Wayne-Westland Community Sc"/>	<input type="text" value="John Glenn High School (01950)"/>	
Request Justification:	<input checked="" type="checkbox"/> This is the student's home district.		<input type="button" value="Resubmit"/> <input type="button" value="Approve"/> <input type="button" value="Deny"/>
Approver Notes:	<input type="text"/>		
Requested By:	Meghann E Omo	Request Date:	07/21/2010
Response By:		Response Date:	
			Status: New

Items per page: Page of 1

Submitting UIC Linking Requests

A user may find that the same student has been assigned more than one UIC. When this occurs, it is important that the user requests that those UICs be linked. Linking UICs allows the history of those student records to be tied together. Linking also allows students to be appropriately tracked over time. The ability to accurately track students over time is the central requirement for calculating graduation and dropout rates. A system administrator will review and approve/deny every linking request based on the information provided in the request.

Users may want to focus their efforts on searching for multiple UICs for those students with a MER or Dropout cohort status.

Users may find multiple UICs for students by using the Student Search function in the MSDS.

Tip: You may want to search for variations in a student's name, date of birth and gender.



The screenshot shows a web form titled "Student History" with a blue header. The form contains the following fields and options:

Name:	Amy Bumgardner	UIC:	1207437995		
Gender:	M	Date of Birth:	12/30/1986	Cohort Status:	
Secondary UICs:	<input type="text"/>	<input type="button" value="Unlink"/>	Accountability:	Count Days:	
Last Updated:	PEPE District:	<input type="checkbox"/>	0		
Orig. Cohort Year:	PEPE Building:	<input type="checkbox"/>	0		
Cohort Year:					
Exp. Grad Year:					
Action:	<input type="text" value="Request to Link"/>	<input type="button" value="Go"/>	<input type="button" value="Back"/>		



Procedures

1. From the Student History screen, under the Action dropdown, select Request to Link.
2. Select the **Go** button.

The Student Link Request form allows users to request to link up to six UICs.

Student Link Request Validate All

UIC	Last Name	First Name	Middle Name	DOB	PEPE District	PEPE Building	Cohort Year	Primary
1207437995								<input checked="" type="radio"/>
4284967276								<input type="radio"/>
								<input type="radio"/>
								<input type="radio"/>
								<input type="radio"/>
								<input type="radio"/>

*Justification: Student's last name changed due to marriage.

1. Enter each UIC you wish to link in the UIC column.
2. Choose the radio button for the primary UIC.
3. Add the reason for the link request in the Justification text box.
4. Click the **Validate** button to confirm that you are requesting to link valid UICs.
5. Click the **Submit Request** button.
6. Requests are placed in a queue that the System Administrator reviews and approves or denies based on the information submitted in the request. You may review your request and the status of your request on the Manage Linking Requests screen.

Student Link Request Clean

✔ Student Link request submitted successfully.

UIC	Last Name	First Name	Middle Name	DOB	PEPE District	PEPE Building	Cohort Year	Primary
1207437995	Bumgardner	Amy		12/30/1986				<input checked="" type="radio"/>
4284967276	Ayo	Amy		05/06/1988				<input type="radio"/>

*Justification: Student's last name changed due to marriage.

Manage Linking Requests

The Manage Linking Requests screen will display a student for which a linking request has already been submitted. This screen allows users to review the status of their requests. A system administrator will review and approve/deny every UIC linking request based on the information provided in the request.

The Status at the bottom of each request will display whether the request has been approved or denied. A Status of "New" means that a system administrator has yet to review the request. To filter the list, click the **Filter** button.

Link Request Summary

Status (Approved), Request Date From (06/23/2010), Request Date To (06/25/2010)

UIC	Last Name	First Name	Middle Name	D.O.B.	District	Building	Primary
7727916969	DOE	JOHN		01/01/1994	Grosse Ile Township Schools (82300)	Grosse Ile Middle School (01510)	<input checked="" type="radio"/>
4164140895	Doe	Johnny		01/01/1994			<input type="radio"/>

Request Justification:

Approver Notes:

Requested By: Meghann E Omo Request Date: 06/24/2010
 Response By: Meghann E Omo Response Date: 06/24/2010 Status: Approved

Items per page: Page of

Requesting to Unlink UICs

Discussion

Sometimes UICs are linked and it is determined that those UICs are actually two different students. If this occurs, users should request to unlink the UICs and split the history of those records. Splitting the history of two previously linked UICs assigns the appropriate history record to the correct UIC.

If you determine that UICs have been linked in error, please contact CEPI customer support at CEPI@michigan.gov or call (517) 335-0505 and follow the prompts. Please provide your name, telephone number (including area code and extension), district code and district name (if applicable), along with the UICs and the reason why you believe these UICs have been linked in error.

CEPI will send an e-mail message once the UICs have been unlinked.

Requesting a Cohort Year or Cohort Status Change

There are a few instances where a student's cohort year or cohort status is incorrect. The MSDS allows users to request a cohort year or status change to individual students.

Users should review those students with an Off-track Continuing cohort status. These students may have been incorrectly assigned to a cohort.

A system administrator will review and approve/deny every cohort year or status change request based on the information provided in the request. This replaces the previous GAD functionality of cohort year change requests.

Please note that extensions are no longer given to students with disabilities, limited-English proficiency or alternative education students.

Student History

Name: [Redacted] UIC: [Redacted]
Gender: [Redacted] Date of Birth: [Redacted] Cohort Status: Missing Expected Record (MER)
Secondary UICs: 3677948524 [Unlink] Accountability:
Last Updated: Fall 2009 General Collection 2009-2010 PEPE District: Hudsonville Public School District (70190)
Orig. Cohort Year: 2003 PEPE Building: Hudsonville High School (01785)
Cohort Year: 2003
Exp. Grad Year: 2011
Action: Cohort Change Request [Go] [Back]

Collection	District	Building	UIC	Last Name	First Name	Middle Name	Date Of Birth	Gender
Spring 2010 General Collection	Hudsonville Public School District (70190)	Hudsonville High School (01785)	[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]
Fall 2009 General Collection	Hudsonville Public School District (70190)	Hudsonville High School (01785)	[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]
EOY 2009 General	Hudsonville Public School District (70190)	Hudsonville High School (01785)	[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]



Procedures

1. From the Student History screen, under the Action dropdown, select Cohort Year Change Request.
2. Select the **Go** button.

The Request a Cohort Change form allows a user to request a change to a student's cohort year or cohort status.

Request a Cohort Change

First Name	
Last Name	
UIC	
Date of Birth	
Gender	
PEPE District	Hudsonville Public School District (70190)
Current Cohort Year	2003
Current Cohort Status	Missing Expected Record (MER)
*Requested Cohort Year	<input type="text" value="2010"/>
Requested Cohort Status	<input type="text" value="On-Track Continuing"/>
*Justification	<input type="text"/>

1. Enter the correct cohort year or cohort status for the student.
2. Enter the justification for the change.
3. Click the **Submit Request** button.
4. Requests are placed in a queue which the System Administrator reviews and approves or denies based on the information submitted in the request. You may review your request and the status of your request on the Manage Cohort Requests screen.

Appendix A - Categories of Student Cohort Status

The cohort student list contains longitudinal data that reflect the *most current statuses or dispositions* of high school students in relation to the "on-time" four-year graduation cohort to which they were originally assigned. Specifically, a student's cohort status may be updated based on data received in subsequent student data collections. After the final data set for a cohort's expected graduation year is received, the "on-time" four-year graduation rate will be calculated by tracking the *final dispositions* of students in their appropriate cohort.

Cohort Status Categories	Category Definitions
Missing Expected Record (MER):	<p>a: Students who were last reported in the MSDS with continuing status (19), yet were not reported in a subsequent collection.</p> <p>b: Students who were last reported as transferring to another district (exit status code 08), yet no other district reported them in a subsequent collection.</p>
Dropout:	Students who were last reported in the MSDS with exit status codes categorized as "Dropout" for graduation cohort purposes (i.e., exit status codes 07, 10, 11, 13, 16, 17 and 18), and who were not reported as continuing by another district in subsequent collections.
Exempt:	<p>a: Students who were last reported in the MSDS with exit status codes categorized as "Exempt" for graduation cohort purposes (i.e., exit status codes 09, 12, 14 and 15).</p> <p>b: Student Residency codes reported in the MSDS indicate non-public or home-schooled students.</p>
Other Completers:	Students were last reported in the MSDS with exit status codes categorized as "Other Completers" for graduation rate purposes (i.e., exit status codes 05, 06, 20 and 21).
Off-Track Continuing:	Students were last reported in the MSDS with exit status codes of "Expected to continue in the same school district" (19), yet their expected graduation year is later than their cohort year.
On-Track Continuing:	Students were last reported in the MSDS with exit status codes of "Expected to continue in same school district" (19), and their expected graduation year is earlier than or equal to their cohort year.
On-Track Graduated:	Students were last reported in the MSDS with exit status codes categorized as "Graduated" for graduation cohort purposes (i.e., exit status codes 01, 02, 03 and 04) and their expected graduation date is earlier than or equal to their cohort year.
Off-Track Graduated:	Students were last reported in the MSDS with exit status codes categorized as "Graduated" for graduation cohort purposes (i.e., exit status codes 01, 02, 03 and 04) and their expected graduation date is one year later than their cohort year.

Off Track (+5
year) –
Graduated:

Students were last reported in the MSDS with exit status codes categorized as "Graduated" for graduation cohort purposes (i.e., exit status codes 01, 02, 03 and 04) and their expected graduation date is more than one year later than their cohort year.

Appendix B – Exit Status to Cohort Status Crosswalk

Exit Code	Exit Status Code Definition	Cohort Status Category*
01	Graduated from general education with a diploma	Graduated
02	Graduated from general education with diploma and applied to a degree-granting college/university	Graduated
03	Graduated from an alternative program with a diploma	Graduated
04	Graduated from general education and applied to a non-degree-granting institution	Graduated
05	Completed general education with an equivalency certificate (GED)	Other Completers
06	Completed general education with other certificate (e.g., certificate of attendance, district competency test)	Other Completers
07	Dropped out of school	Dropout
08	Enrolled in another district in Michigan	If not located in other district, Dropout; if located, apply exit code of other district
09	Moved out of state	Exempt
10	Expelled from the school district (no further services)	Dropout
11	Enlisted in military or Job Corps	Dropout
12	Deceased	Exempt
13	Incarcerated	If not located or not receiving services to be on track for a diploma, Dropout
14	Enrolled in home school	Exempt
15	Enrolled in non-public school	Exempt
16	Unknown	Dropout
17	Placed in a recovery or rehabilitative program	Dropout
18	Left adult education	Dropout
19	Expected to continue in the same school district	On-Track or Off-Track – Continuing, depending on expected graduation year
20	Received special education certificate of completion and exited the kindergarten through 12th-grade (K-12) system	Other Completers

21	Special education - Reached maximum age and exited the K-12 system	Other Completers
40	Graduated from a middle college with both a high school diploma and an associate degree or other advanced certificate	Graduated
41	Graduated from a middle college with only a high school diploma	Graduated
42	Graduated from another district.	If not located in other district, Dropout; if located, apply exit code of other district

* All students in the cohort are searched for in subsequent collections, in other locations, despite their exit statuses. Only the final disposition counts towards cohort status.

Appendix C - Acceptable Exit Status Documentation

Exit Status	Definition	Allowable Documentation
01, 02, 03, 04, 05, 06, 20, 21	Graduated or completed	<ul style="list-style-type: none"> • Official transcript or diploma. • Official alpha list of graduates/completers from the student management software, which includes pupil's name, UIC, date of birth and SRSD completion status; sorted by building, then by completion status, then by pupil's last name.
09	Moved out of state	<ul style="list-style-type: none"> • Request for the pupil's records (on official letterhead) from an out-of-state school. • Pupil withdrawal form signed by the parent/guardian or qualified student and authorized district representative indicating where pupil is moving or name of school district the pupil will attend. • Written contemporaneous documentation of an oral statement by the parent/guardian or qualified student, signed and dated by an authorized district representative (can be a log). • Written contemporaneous documentation of an oral statement by a neighbor, parent's employer, colleague or other adult who would have knowledge of the family's move (can be a log).
12	Deceased	<ul style="list-style-type: none"> • Confirmation from student management software that student is listed as deceased in the software. • Obituary, other newspaper article. • Program from the funeral/memorial service. • Written statement from the parent or guardian. • Death certificate.
14	Enrolled in home school	<ul style="list-style-type: none"> • Written parental statement. • Pupil withdrawal form signed by the parent/guardian or qualified student indicating pupil is being home-schooled. • Written contemporaneous documentation of an oral statement by the parent/guardian or qualified student, signed and dated by an authorized district representative (can be a log). • Parental record request. • Statement by attendance officer (truancy officer).
15	Enrolled in nonpublic school	<ul style="list-style-type: none"> • Written request for the pupil's records from a nonpublic school. • Pupil withdrawal form signed by the parent/guardian or qualified student indicating name of nonpublic school the pupil will attend. • Written contemporaneous documentation of an oral statement by the parent/guardian or qualified student signed and dated by an authorized district representative (can be a log).