

# Center for Educational Performance and Information

## *Graduation and Dropout Application*

### *Auditor Guide*

**Questions:**

Email: [cepi@michigan.gov](mailto:cepi@michigan.gov)

Phone: 517-335-0505 x3



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## Introduction

The Graduation and Dropout application provides intermediate school district auditors the ability to submit exit status audits prior to rate publication in February of each year. For more information on the audit requirements, please reference the Michigan Department of Education [Pupil Membership Auditing Manual](#). If you have further questions, contact Caitlin Hengesbach (517-335-6858 or [hengesbachc2@michigan.gov](mailto:hengesbachc2@michigan.gov)) in the MDE Office of Financial Management.

In October, the auditable graduation and dropout rates are refreshed to aid districts and ISD auditors during the exit status audit window. Exit status corrections not submitted by the end of the Graduation Rate Appeals Window can only be changed through an audit finding, supported with documentation submitted by the district to the ISD. Exit status corrections for students who exited prior to the current school year can only be made by ISD auditors through an audit finding, as these data have been previously audited.

## Logging In

1. To access the GAD Application, go to the [GAD Login page](https://cepi.state.mi.us/GradDrop) (<https://cepi.state.mi.us/GradDrop>) or the [CEPI website](https://www.michigan.gov/cepi) (<https://www.michigan.gov/cepi>) and click the GAD button.
2. Click on the "Authorized User Login" button.
3. Type your MILogin user ID and password, and then click the "Login" button.

Center for Educational Performance & Information Michigan.gov

Michigan.gov Home District User Guide Auditor User Guide CEPI Home Contact CEPI Logout

### Graduation and Dropout Application - School Year 2017 - 2018

#### Login to the Graduation and Dropout Application

Welcome to the Graduation and Dropout Application developed by the Center for Educational Performance and Information (CEPI).

In order to access the GAD, you must hold a valid MILogin for Third Party account and you must have submitted a security agreement form signed by your district superintendent.

For more information, please choose from the following options:

- [District User Guide](#) PDF
- [Auditor User Guide](#) PDF
- [GAD Security Agreement Form](#) WORD
- [MLLogin User Guide](#)

If you experience any problems accessing the application, please contact CEPI Customer Support at [CEPI@Michigan.gov](mailto:CEPI@Michigan.gov) or the DTMB Client Service Center at 517.335.0505 (select option 3 from the menu). Please include your full name and telephone number (with area code) when you contact us for assistance.

[Michigan.gov Home](#) | [CEPI Home](#) | [District User Guide](#) | [Auditor User Guide](#) | [Contact CEPI](#)  
[State Web Sites](#) | [Policies](#)

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Figure 1: Graduation and Dropout Application Home Page.

## **Your Account**

To be an authorized user of the GAD Application, you must have a MILogin account. If you do not have a MILogin account, follow the link on the [GAD Login page](#) to the MILogin User Guide, which provides instructions on how to create a MILogin account and subscribe to applications.

Once you have a MILogin account, you will need to subscribe to the GAD Application within MILogin.

You must also complete and submit a security agreement for the application. Follow the link on the GAD login page to download a GAD Security Agreement.

If you are replacing an authorized user, you may need to complete and return an [Authorized User Removal Request Form](#) to have that person's permissions to the GAD and any other CEPI applications removed.

## **Session Timeout**

The login is needed to establish your identity and allow access rights to confidential student data. Please remember that your session is tracked. If your session has been inactive for longer than 15 minutes, the system will automatically end your session and you must log in again. You will be given a warning two minutes prior to timing out.

## ISD Auditor Dashboard

Once logged in, a screen similar to the following will appear for an ISD auditor with several options. See the instructions below for more information about these options.

The screenshot shows the ISD Auditor Dashboard for the 2011-2012 school year. At the top, there is a navigation bar with the Center for Educational Performance & Information logo and Michigan.gov links. Below this is a header for the Graduation and Dropout Application. A 'Print' icon and a 'UIC Quick Search' field with a 'Go' button are also present. The main content area is titled 'Dashboard' and features a district selection dropdown menu set to 'Atherton Community Schools (25130)' with a notification '1'. A welcome message follows. The dashboard is divided into two main sections: 'ISD Auditor Functions' and 'Reports'. The 'ISD Auditor Functions' section includes 'Progress At a Glance 2' (Total Buildings: 68, Audit Completed Buildings: 0) and 'View and Update Data 3' with links for 'Audit Findings Student List', 'Audit Findings Building List', and 'Audit Finding Requests'. The 'Reports' section includes 'Cohort Report', 'Cohort Student Search', and 'Graduation Rate Report', each with a 'View Report' button. A 'UIC Quick Search' field with a 'Go' button is also visible at the top right.

1. To begin, select a district from the drop-down menu.
2. Progress at a Glance - Provides the total number of buildings that the auditor has access to and the number of buildings completed.
3. View and Update Data - Contains the following links:
  - o Audit Findings Student List - Allows you to submit changes to students' exit codes and exit dates (see page 5 for further instructions)
  - o Audit Findings Building List - Allows you to check off the buildings that you have finished auditing (see page 9 for further instructions)
  - o Audit Finding Requests - Allows you to view a summary of requests you have submitted (see page 10 for further instructions)
4. Reports - Allows you to view cohort and graduation rate reports for the ISD and districts for which you have permissions.
5. UIC Quick Search - provides quick access to an individual student record. Enter a valid UIC and click Go. The Student Data screen will display (screen discussed on page 8).

## Audit Findings Student List

After clicking on **Audit Findings Student List** from the Dashboard screen, a screen similar to the one below will appear. This page enables the auditor to submit changes to students' exit codes and exit dates. Clicking on the Student Name or UIC hyperlink will provide quick access to an individual student record (see page 8 for more information). To exit this page, click on **Dashboard** at the top.

To begin, select the district, building and exit code from the drop-down menus to view student records. The "Exempt" and "Graduates" options can be used to select students that have any of the exempt or graduate exit codes, respectively.

To enter an audit finding, enter the following for each applicable student:

1. **New Exit Code** (required). For a list of exit code definitions, click on the **View Code Descriptions** link underneath the drop-down menu (A).
2. **New Exit Date** (required when the exit status is not "19"). NOTE: This date must be on or prior to August 31 of the current school year. For students who exit after this date, do not submit an audit finding; the district must report the exit data in the Fall General Collection or SRM Collection.
3. **Comments** (optional).
4. If the changes are complete for the building, check the box next to **Building Complete**.
5. Click the **Save** button. This button is duplicated at the bottom of the screen.

**Additional Notes:**

- Student records can be sorted by any column by simply clicking on the column header.
- Only one audit finding per day per student may be submitted. Once submitted, the New Exit Code, New Exit Date and Comments fields will be greyed out, and the status will change to P (pending) for that student until the following day. If the audit finding was entered in error, another audit finding will need to be entered the following day to make the correction.
- If you are inserting comments for the students you are sampling, but no changes are necessary, only check the "Sampled" box. This will prevent audit findings from being created.

## Student Data

This screen displays a detailed summary for a student and appears upon using the UIC Quick Search feature (discussed on page 5) or upon clicking the Student Name or UIC hyperlink from the Audit Findings Student List screen (discussed on page 5). The rows of data directly below the student name **(A)** represent the current data for the selected student. The historical data **(B)** listed further down the page is a collection of previous data submissions. Hover over any underlined number to see the definition of that code. Here is a breakdown on data not yet mentioned:

1. Student cohort status
2. Last Cycle - Last MSDS collection cycle submitted for this student
3. Grade - Current grade for this record
4. Age as of Dec. 1 - Age as of December 1 for the most recent collection cycle
5. Categorical Eligibility - Yes/No eligibility status for Special Education, Limited English Proficient, Migrant, Homeless and Economically Disadvantaged
6. FTE - Total full-time equivalency reported for the listed collection cycle

| JOHN DOE (4444444444) <span style="float: right;"><b>1</b> Off-Track Continuing</span>         |                                |                   |             |           |               |              |                     |            |     |         |          |           |
|--|--------------------------------|-------------------|-------------|-----------|---------------|--------------|---------------------|------------|-----|---------|----------|-----------|
| Cohort Year: 2014 <b>A</b>   |                                |                   |             |           |               |              |                     |            |     |         |          |           |
| Male   |                                |                   |             |           |               |              |                     |            |     |         |          |           |
| DOB: 1/1/1997  |                                |                   |             |           |               |              |                     |            |     |         |          |           |
| Race/Ethnicity: Unknown <b>2</b> <b>3</b> <b>4</b> <span style="float: right;"><b>5</b></span> |                                |                   |             |           |               |              |                     |            |     |         |          |           |
| Student ID: 311  |                                |                   |             |           |               |              |                     |            |     |         |          |           |
| Enroll Date  | Exit Status                    | Exit Date         | Last Cycle  | Grade     | Age as Dec. 1 | Student Res. | Expected Grad. Year | Stu. w/Dis | LEP | Migrant | Homeless | Econ.Dis. |
| 9/4/2012   | <u>19</u>                      |                   | GAD 2014    | <u>12</u> | 17            | <u>14</u>    | 2015                | N          | N   | N       | N        | N         |
| Historical Data <b>B</b> <span style="float: right;"><b>6</b></span>                           |                                |                   |             |           |               |              |                     |            |     |         |          |           |
| Cycle  | District Name                  | Building Name     | Exit Status | Exit Date | Enroll Date   | FTE          | Grade               |            |     |         |          |           |
| Fall 2012  | Dowagiac Union School District | Union High School | <u>19</u>   |           | 9/4/2012      | 1.00         | <u>11</u>           |            |     |         |          |           |
| Spring 2013  | Dowagiac Union School District | Union High School | <u>19</u>   |           | 9/4/2012      | 1.00         | <u>11</u>           |            |     |         |          |           |
| EOY 2013   | Dowagiac Union School District | Union High School | <u>19</u>   |           | 9/4/2012      | 1.00         | <u>11</u>           |            |     |         |          |           |
| Fall 2013  | Dowagiac Union School District | Union High School | <u>08</u>   | 9/2/2013  | 9/4/2012      | 0.00         | <u>12</u>           |            |     |         |          |           |
| GAD 2014   | Dowagiac Union School District | Union High School | <u>19</u>   |           | 9/4/2012      | 1.00         | <u>11</u>           |            |     |         |          |           |

## Audit Findings Building List

After clicking on **Audit Findings Building List** from the Dashboard screen, a screen similar to the one below will appear. This page enables the auditor to view and check off buildings that have been completed. This step is optional. To exit this page, click on **Dashboard** at the top.

Michigan.gov Home | GAD Home | Help | User Guide | CEPI Home | Contact CEPI | Logout

### Graduation and Dropout Application - School Year 2011 - 2012

Print | UIC Quick Search | Go

Dashboard > Audit Findings Building List

**Audit Findings Building List**

Below is a list of buildings you have permissions for. Please check off the buildings you have finished auditing. Once a building is marked as finished updates can still be made. If an update is made to a building that is marked finished, it will automatically be switched to unfinished and you must come back to this page and mark it as finished again.

Save 2

Showing 1 - 68 of 68 results << < 1 > >> View 200 records per page.

| District Name                     | District Code | Building Name                                 | Building Code |                                     |
|-----------------------------------|---------------|---|---------------|-------------------------------------|
| Atherton Community Schools        | 25130         | Atherton High School                          | 00138         | <input checked="" type="checkbox"/> |
| Beecher Community School District | 25240         | Beecher Adult/Alternative Education Center    | 02052         | <input type="checkbox"/>            |
| Beecher Community School District | 25240         | Beecher High School                           | 00253         | <input checked="" type="checkbox"/> |
| Beecher Community School District | 25240         | Beecher Middle School Academy                 | 05687         | <input type="checkbox"/>            |
| Bendle Public Schools             | 25060         | Bendle High School                            | 00270         | <input checked="" type="checkbox"/> |
| Bendle Public Schools             | 25060         | Bendle/Carman-Ainsworth Alternative Education | 07710         | <input type="checkbox"/>            |
| Bentley Community School District | 25230         | Bentley Senior High School                    | 00284         | <input type="checkbox"/>            |

1. Check the box next to the building that you have finished auditing.
2. Click the **Save** button. This button is duplicated at the bottom of the screen.

## Audit Finding Requests

This screen enables the auditor to view a summary of requests they have submitted. All Audit Finding Requests submitted will be automatically approved. Depending upon the link selected from the main menu, you may be looking at a summary of all requests, or those from a specified selection. To exit this page, click on **Dashboard** at the top.

1. Select a building and a cohort year from the drop-down menu.
2. To view auditor comments, click the **View Comments** link.
3. Clicking on the UIC hyperlink will allow you to view current and historical data for that student.

Show All Districts
Select Building
All Years

**Audit Findings Request(s)** Total Records: 2

Showing 1 - 2 of 2 results
<< < 1 > >>
View 25 records per page.

| ID | Requester/<br>Requested Date              | Cohort<br>Year | UIC                   | Name   | DOB   | Gender   | Student<br>Number | Entity                                   | Old<br>Exit<br>Status | Old<br>Exit<br>Date | New<br>Exit<br>Status | New<br>Exit<br>Date | Status<br>Approve Deny |
|----|---|----------------|-----------------------|--------|-------|----------|-------------------|--|-----------------------|---------------------|-----------------------|---------------------|------------------------|
| F1 | Evelyn Sitterson<br>10/13/2014<br>2:25 PM | 2014           | <a href="#">[UIC]</a> | [Name] | [DOB] | [Gender] | [Student Number]  | Dowagiac<br>Union<br>School<br>District  | 08                    | 9/2/2013            | 19                    |                     | Approved               |
|    | <a href="#">View Comments</a>             |                |                       |        |       |          |                   |  |                       |                     |                       |                     |                        |
| F2 | Evelyn Sitterson<br>10/14/2014<br>9:57 AM | 2014           | <a href="#">[UIC]</a> | [Name] | [DOB] | [Gender] | [Student Number]  | West<br>Bloomfield<br>School<br>District | 07                    | 1/28/2013           | 19                    |                     | Approved               |
|    | <a href="#">View Comments</a>             |                |                       |        |       |          |                   |  |                       |                     |                       |                     |                        |

## Reports

The report section of the site will allow you to create three reports for the districts you are authorized to view. All reports can be generated from the Dashboard screen.

**Note:** These reports are based on a snapshot of data at a particular point in time described below:

- During the Graduation Rate Appeals window (mid-July thru mid-September), these reports are based on a snapshot as of the EOY General Collection.
- During the Exit Status Audit window (mid-October thru early December), these reports take into account updates made during the Graduation Rate Appeals window.

| Reports                |   | Hide Details (...) |     |             |   |
|------------------------|---|--------------------|-----|-------------|---|
| Cohort Report          | Essexville-Hampton Public Schools (09050) | 2011               | PDF | View Report | 1 |
| Cohort Student Search  | Enter UIC Here                            |                    |     | View Report | 2 |
| Graduation Rate Report | Essexville-Hampton Public Schools (09050) |                    | PDF | View Report | 3 |

1. The Cohort Report provides a student-level list for an individual cohort year. Each building appears on a separate page. Students are initially sorted by cohort status and student last name. Select a district, cohort year and desired report format from the drop-down menus and then click **View Report**. This report is best viewed in Excel format.
2. The Cohort Student Search allows you to print an individual student's historical record. Enter a valid UIC and then click **View Report**. The report will open in PDF format.
3. The Graduation Rate Report provides district and building-level 4, 5 and 6 year graduation and dropout rates for the current year. Select a district and desired format from the drop-down menus and then click **View Report**.

## Appendix A - Categories of Student Cohort Status

| Icon  | Cohort Status Categories      | Category Definitions  |
|---|-------------------------------|---|
|    | Missing Expected Record (MER) | <p><b>a:</b> Students who were last reported in the MSDS with a continuing status (exit status code 19), yet were not reported in a subsequent collection.</p> <p><b>b:</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> <p><b>c:</b> Students who were reported as graduating from another district (42), yet no other district reported them as a graduate or completer (01 – 06, 20, 21, 40, 41) in the same 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                        | Students who were last reported to MSDS with exit status codes categorized as “Exempt” for graduation cohort purposes (i.e., exit status codes 09, 12, 14 and 15).  |
|  | Other Completers:             | Students who were last reported in the MSDS with exit status codes categorized as “Other Completers” (i.e., exit status codes 06, 20 and 21) for graduation rate purposes.  |
|  | GED Completer:                | Students who were last reported in the MSDS with exit status code 05 (GED).   |
|  | Off-Track – Continuing        | Students who were last reported to MSDS with exit status codes of “Expected to continue in the same school district” (19), yet their expected graduation year is greater than their cohort year.  |
|  | On-Track – Continuing         | Students who were last reported to 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 who were last reported to MSDS with exit status codes categorized as “Graduated” for graduation cohort purposes (i.e., exit status codes 01, 02, 03 and 04) and their graduation year is less than or equal to their cohort year.  |
|  | Off-Track Graduated           | Students who were last reported to MSDS with exit status codes categorized as “Graduated” for graduation cohort purposes (i.e., exit status codes 01, 02, 03 and 04) and  |

| Icon  | Cohort Status Categories        | Category Definitions   |
|---|---------------------------------|--|
|   |                                 | their graduation year is one year greater than their cohort year.  |
|  | Off-Track (+5 year) - Graduated | Students who were last reported to MSDS with exit status codes categorized as "Graduated" for graduation cohort purposes (i.e., exit status codes 01, 02, 03 and 04) and their graduation year is more than one year greater than their cohort year. |

## Appendix B – Exit Status to Cohort Status Crosswalk

To calculate the cohort status, CEPI staff consider grade and exit status. Below is a chart of the exit status code definitions.

| 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)  | GED Completer  |
| 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 prior to graduation  | 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. May also be used for students who withdraw from a district to attend an <b>out-of-state</b> cyber school or virtual school.           | Exempt   |
| 15        | Enrolled in nonpublic school. May also be used for students who withdraw from a district to attend a nonpublic <b>in-state</b> cyber school or virtual school. | Exempt   |
| 16        | Unknown  | Dropout  |
| 17        | Placed in a recovery or rehabilitative program   | Dropout  |
| 18        | Left adult education   | Dropout  |

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| <b>Exit Code</b> | <b>Exit Status Code Definition</b>   | <b>Cohort Status Category*</b>   |
|------------------|--|--|
| 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 an early/middle college with a high school diploma AND one of the following: 60 transferrable college credits, an Associate degree, credential, MEMCA certification, and/or acceptance into a registered apprenticeship | Graduated  |
| 41               | Graduated from an early/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 – Residency Codes

### Non-resident:

| Code | Description  |
|------|--|
| 01   | Non-K-12 district                                      |
| 02   | Section 105 school of choice (within same ISD)         |
| 03   | Section 105c school of choice (outside contiguous ISD) |
| 04   | Nonpublic school student                               |
| 05   | No cooperative agreement, no release, not exempted     |
| 06   | All other non-resident students                        |
| 07   | Home schooled non-resident                             |

### Resident:

| Code | Description   |
|------|---|
| 08   | Nonpublic school student  |
| 09   | Section 24 juvenile detention facility                                  |
| 10   | For new PSAs (fall only)  |
| 11   | School for the deaf/blind   |
| 12   | Section 6(4)(d) non-special education juvenile detention                |
| 13   | Emotionally impaired special education students served by DHHS facility |
| 14   | All other resident students   |
| 15   | Home-schooled resident  |

## Appendix D – Acceptable Exit Status Documentation

| Exit Status                            | Definition              | Allowable Documentation   |
|--|-------------------------|---|
| 01, 02, 03, 04, 05, 06, 20, 21, 40, 41 | Graduated or completed  | <ul style="list-style-type: none"> <li>• Official transcript or diploma.</li> <li>• Official alpha list of graduates/completers from the student management software, which includes pupil’s name, UIC, date of birth and MSDS completion status; sorted by building, then by completion status, then by pupil’s last name.</li> <li>• If the Exit Status is ‘40’, there must be proof of one of the following items:                             <ul style="list-style-type: none"> <li>○ MEMCA Certificate</li> <li>○ At least 60 college credits</li> <li>○ Associates Degree</li> <li>○ Professional Certification</li> </ul> </li> </ul>   |
| 09                                     | Moved out of state      | <ul style="list-style-type: none"> <li>• Request for student records from a receiving public or private high school or an educational program (that culminates in a regular high school diploma).</li> <li>• Written record of a response from an official in the receiving school or program acknowledging the student’s enrollment.</li> <li>• For migrant pupils, documentation of student’s out of state enrollment in the federal Migrant Student Information Exchange.</li> <li>• Note: The USED has ruled that a conversation with a parent or neighbor of a student, for instance, is NOT considered official written documentation of a transfer. The one exception is that if a parent informs a school administrator that the family is leaving the country, the school administrator may document this conversation in writing and include it in the student’s file.</li> </ul> |
| 12                                     | Deceased                | <ul style="list-style-type: none"> <li>• Confirmation from student management software that student is listed as deceased in the software.</li> <li>• Obituary, other newspaper article.</li> <li>• Program from the funeral/memorial service.</li> <li>• Written statement from the parent or guardian.</li> <li>• Death certificate.</li> </ul>   |
| 14                                     | Enrolled in home school | <ul style="list-style-type: none"> <li>• Written parental statement.</li> <li>• Pupil withdrawal form signed by the parent/guardian or qualified student indicating pupil is being home schooled.</li> <li>• Parental record request confirming pupil is homeschooled.</li> </ul>   |

| Exit Status | Definition                   | Allowable Documentation  |
|-------------|------------------------------|--|
|             |                              | <ul style="list-style-type: none"> <li>• Statement by attendance officer (truancy officer) verifying that compulsory attendance requirements are met.</li> <li>• Note: The USED has ruled that a conversation with a parent or neighbor of a student, for instance, is NOT considered official written documentation of a transfer.</li> </ul>   |
| 15          | Enrolled in nonpublic school | <ul style="list-style-type: none"> <li>• Request for student records from a receiving public or private high school of an educational program (that culminates in a regular high school diploma).</li> <li>• Written record of a response from an official in the receiving school or program acknowledging the student's enrollment.</li> <li>• Note: The USED has ruled that a conversation with a parent or neighbor of a student, for instance, is NOT considered official written documentation of a transfer.</li> </ul> |