

Graduation Rate Appeals Window Memo

The Graduation Rate Appeals Window is open in the MSDS through **11:59 p.m. EDT on Wednesday, September 13, 2023.**

This appeals window is your final opportunity to review and correct the data used to calculate your graduation rate in advance of rate publications.

District Action in the MSDS:

- Review 2023, 2022 and 2021 cohort student list reports reflecting EOY 2023 final dispositions in the MSDS.
 - Use the Student Record Maintenance (SRM) Collection to submit corrections or updates for the calculation of four-year, five-year, and six-year rates.
 - Ensure that you have reported all end-of-summer graduates if they were not reported in the EOY 2023 General Collection.
 - For any students who were mistakenly submitted as graduates, submit an SRM record using an As Of Date that matches the Exit Date on the graduating record that was submitted in MSDS.
 - Confirm EMC students are reported with the correct Exit Status.
 - **Only your ISD auditor can make exit status updates for students who exited prior to the 2022-23 school year, as these data have been previously audited. Submit proper documentation to your auditor and s/he will submit an audit finding when the GAD Application opens in October for the exit status audit.**
- Submit any necessary student UIC linking requests.
- Submit any necessary cohort change requests.
 - If you reported a student with an incorrect grade during the 2022-23 school year that placed the student in the wrong cohort year, there **MUST** be corresponding submission records to support the request (i.e., the student must be reported in the correct grade in at least one certified collection).